USER MANUAL 7.0

DgFlick®
Digital World for Still & Motion Imaging

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1.0. Introduction

Book Xpress gives you eight unique automatic ways of Designing photo book. Without professional photo editing skills; assembling and designing the photo book can be very boring and time-consuming task but Book Xpress comes with nine book creation styles, which will make the book creation fast, easy and interesting.
Smart Book is for those who love simple and quick photo arrangement
Easy book is for easy arrangement of photos in a particular layout for all pages.
Catalogue book is like a handbook where the photos are placed in same size on each page and with subtitle under each photo.
Grid book is to sort and arrange huge collection of photos in no time.
Creative book is for them who love to see their photos arranged creatively with different patterns on every page with hundreds of Layouts to Choose.
Ready Book allows you to select any book, which is created by you in Book Xpress, and just replace the photos.
Perfect Book is where you only choose Photos & Book Xpress will try to make Book reaching near to your expectations.
Traditional book is for those who love to see their photos in traditional standard sizes.
My book is complete personalize book where you have full control to design every single page of the book in your own style. Ready Shades of Backgrounds, Frames & Masks are given to match the photos mood. You may Apply Layout, Background or its shades to all pages.

2.0. System Requirements

Windows System

- ✓ Pentium 4, 2.8 GHz Processor and above
- ✓ Microsoft Windows XP (service pack 2)/ Microsoft Windows 7 / Microsoft Windows 8
- ✓ 1 GB RAM
- ✓ 1 GB free disk space
- ✓ CD/DVD- ROM drive
- ✓ USB Port *

MAC System

- ✓ Mac Intel, min 1 GHz
- ✓ Mac OS X 10.8.5 and above
- ✓ 1 GB RAM
- ✓ 1 GB free disk space
- ✓ CD/DVD-ROM drive
- ✓ USB Port *

***Note:** *Please insert the Dongle into the USB Drive to register the software.*

3.0. Opening the Tool Box – Getting Started

This section deals with registration process and other tools like controls and navigations, preferences and help.

3.1. Registration

3.2. Re-Registering the Software on another Computer

3.3. Know your Software

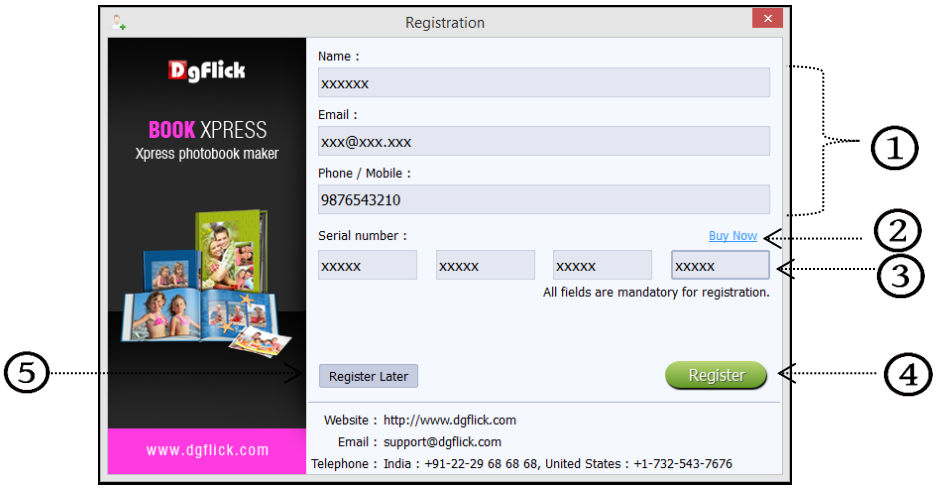
3.3.1. What is new?
3.3.2. General Features
3.3.3. Controls & Navigations
3.3.4. Preferences
3.3.5. Shortcut Tools

3.1. Registration

Once you have installed the Book Xpress software on your computer, you need to proceed to Registration. This ensures that all features of the software are made available to you. Registration is very easy and the user-friendliness of the software makes the process quick and simple.
On installation of Book Xpress, the Registration window appears on your screen. Relevant details such as the Owner Name, Email and Phone or Mobile Number need to be entered; all fields are mandatory. Fill in the details and proceed as per the instructions in this section.
The software enables you to complete the registration process while you are connected to the Internet. It also allows you to register at a later date.

The screen that you first see on starting the registration process needs to be completed as a first step. Here is how:

- Enter your details in the relevant fields. These are Name, Email and Phone or Mobile number. ①
- In the last field-, Serial Number (XXXXX-XXXXX-XXXXX-XXXXX) will be automatically generated in the serial number text box. ③ You will also find the serial number inside the software box pack.
- Click on the 'Buy Now' button ② to buy the complete version of Book Xpress.



'Registration' window

- After ensuring that all the fields are filled correctly, click on 'Register' ④ in the lower right-hand corner.
- To register the software at a later date, click on 'Register Later' option ⑤.
- The message confirming completion of the registration process appears on the screen.
- For any query and assistance, feel free to connect with us via;

- **Telephone**: Call +1-732-543-7676 and the support executive will provide you with the registration key corresponding to your DgKey.
- **Email**: Email us at support@dgflick.com to receive your registration key via Email.
- **Web**: Log on to www.dgflick.com to receive the key.

❖ You are now registered and can use the software.

3.2. Re-Registering the Software on another Computer

The licensed version of Book Xpress can be re-registered on any other Computer.

- In case you want to use the software on any other computer, firstly, install the software on the computer on which you want to use it.
- After installation, connect the dongle to the computer and fill the registration form. While filling up the registration form, enter the same email address you used while registering the software for the very first time.
- After filling up the form, click on the 'Register' button. You will get an alert stating, "It seems the license is already registered on other system. Do you wish to transfer the license to this system?"
- If you want to re - register the software on this system, click on 'Yes' or else to cancel the operation, click on 'No'.
- When you click 'Yes', you get an email on the registered email. This email contains a link. Click on the link to unregister the software from previous system. You will be redirected to a web page where you will get a confirmation that license is ready to transfer to the new system.
- Now you can register the software on new computer by clicking on 'Register' option.

3.3. Know the Software

This section gives you a basic understanding of Book Xpress before you actually start working on the software. Running through this section will enhance your understanding of the options available and will help you to make finest use of the software.

3.3.1. What is New?

With new version of Book Xpress, we have added some interesting features that enhance the workability of the software and serve you with the tools that add to your comfort while you work in Book Xpress. This section makes you familiar with the newly added features.

- **Improved Interface:** New version brings improved interface for you. New look and feel enhancing your experience of book designing.
- **Addition of book style:** Book Xpress gives you a new designing style i.e. Ready Style. In this style, you can select any existing book project and get the photos replaced in it.
- **Better management of photos for cover and pages:** New enhanced window for photo management. Easy setting of photo view.
- **Real book preview:** The book, which is designed by the software, can be seen as the real book, pages can be flipped, and look can be enjoyed. This can also be used when you want to show your client how the book will look after its get printed.
- **Textures to fill titles and shapes:** New feature to fill titles and shapes with textures. Now filling of titles and shapes are not restricted up to solid color. Besides, Book Xpress provides 50 ready presets of textures, which can be used or your own textures can be imported. The texture can be filled in tiled or stretched style.
- **A brand new 'Title' tab:** The 'Title' tab has been changed and giving you newer weapons. Any language title writing to make it personalize. Now you can manage the size of the title by just dragging the title. Fastest management of title. Apart from the solid colors and ready presets, you can fill the title with any texture. Manage the fill in tiled and stretched way. Customize title further with outline and shadow. Experience real magic by exploring 'Title' tab.
- **Manage Canvas area:** The Canvas area can be managed with various layout options. The tabs can be moved across the window and in this way; you can view multiple tabs at a time. This lets you to save your time of shifting from one tab to another.
- **Multi touch enabled software:** Feel the magic of Book Xpress in touch screen enabled devices. Book Xpress now supports multi touch reading.

3.3.2. General Features

Book Xpress comes with several general features, which are discussed in this section:

- **Ready-to-Use Themes**: Book Xpress has various inbuilt themes. In addition, DgFlick releases new downloadable themes on a regular basis. Existing themes can be altered as per your specifications and saved; you can also create, save and build your own themes.

- **Online Cropping**: The online photo crop feature allows you to trim out any part of the source photo that you do not need. You can crop your photo to give it the desired height and width before incorporating it in your book.

- **In-built Standard Book Sizes and Types**: Book Xpress comes loaded with several in-built book types and sizes predefined according to the standard industry printing and binding specifications.

- **Theme and layout Creation and Alteration***: You can create new themes and layout or alter existing ones for the book of your choice. You may also create a completely new page design for your book using your own Decors and save the themes and layouts for future use.

- **Easy Backup:** Once the Book is ready, you can save the Book with the photos and decors i.e. backgrounds, clip arts, borders, masks used in it for further usage.

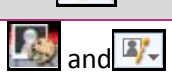
- **Multilingual:** Book Xpress is already loaded with multiple languages. It supports Unicode. DgFlick keeps adding to its list of languages that Book Xpress works on. You could download the latest dictionary, which may include the language you are looking for. Else, you could add the language of your choice to DgFlick's dictionary for your own use.

- **Available on Windows and Mac:** Book Xpress works on both Mac and Windows systems. DgFlick releases the updates for both versions simultaneously.

- **Photo Editing:** Book Xpress lets you enhance the quality of the photos that make up the book. It also allows editing multiple photos at a time.

***Note:** Features marked with * marks are only for PRO version users.*

3.3.3. Controls & Navigations

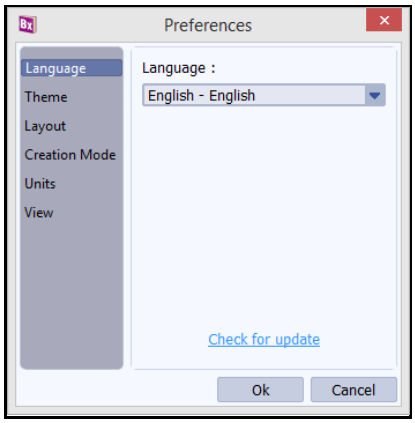
Icon	Meaning	Icon	Meaning	Icon	Meaning
	Preferences		Photo is unlocked and can be modified		Rotate photo
	Help		Zoom in	 and	Edit Photo
	Adjust size		Zoom out		Save the work
	Go to the home page		Swap photo		Save a copy of

					the changes
	Helps you to move back to the previous window		Fit to screen		Load original image
	Helps you go to the next window		Actual size		Reset all
	Select path for browsing		Lock/unlock photos		Rotate in 90°, 180° and 270°
	Undo edit		Arrange objects	and	Rotate clockwise and counter clock wise
	Redo edit		Page-based alignment	and	Flip horizontally and vertically
	Show/hide margins		Object-based alignment		Panning
	Photo is locked		Equal spacing between objects		Full Screen View

3.3.4. Preferences

Book Xpress allows you great flexibility in usages while working on it. You could

- Change to the language of your choice.
- Select the units you wish to work with.
- Select the desired Theme for your software.
- Select the desired layout for canvas area.
- View/Hide tools and tabs for precise working area.
- Set default designing style.

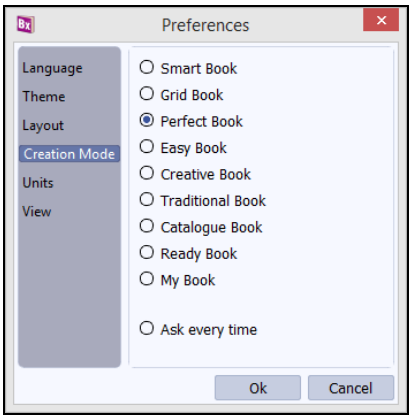


'Preferences' window

After installation, click on the Book Xpress shortcut icon in your specified path to start the software.

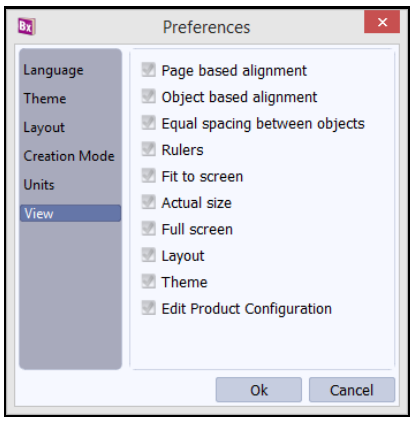
- Clicking on the 'Preferences' icon on the top right-hand corner, displays the 'Preferences' window.
- Choose your preferred language from various available languages from 'Language' tab, click on 'Check for Updates' to check the updated list of languages.
- Select the color in which you want your software to be displayed from 'Theme' tab, click on 'Get More' to get more themes from DgFlick's website.
- From 'Layout' tab, you can change the layout of 'Design Book' window of the software. You can align tabs to left, right, bottom and in default style.

- In ‘Creation Mode’ tab, you can set the default creation mode you want to prefer while designing. By default, this mode is set on ‘Perfect Book’.
- You may change it to any other creation mode or else if you want to be asked for the creation mode every time you design a book, select ‘Ask Every Time’ option. Choosing this option will result into a freedom of selection of book creation mode every time you go for designing.



‘Preferences’ tab – ‘Creation Mode’ tab

- Select the units in which you want to work in canvas area from the dropdown list of ‘Units’.
- ‘View’ tab allows you to show/hide additional tools. Check the tools which you want to make visible. Uncheck the unwanted tools.



‘Preferences’ tab – ‘View’ tab

- Save your changes by clicking on ‘Ok’. You might need to restart your software for the changes to take effect.
- Click on ‘Help’ to get the help menu. This has a complete list of shortcut keys that you will find useful while using the software (Refer Section Shortcut tools).

3.3.5. Shortcut Tools

Click on ‘Help’ icon to get the help menu. This has a complete list of shortcut keys that you will find useful while using the software.

Book Xpress - Shortcut Keys			
Object Type	**Actions**	**Windows**	**Mac**
All	Move – Left	Left Arrow key	Left Arrow key
	Move – Right	Right Arrow key	Right Arrow key
	Move – Top	Top Arrow key	Top Arrow key
	Move – Bottom	Bottom Arrow key	Bottom Arrow key
	Move –-Left + Snap	CTRL + Left Arrow key	COMMAND + Left Arrow key
	Move – Right + Snap	CTRL + Right Arrow key	COMMAND + Right Arrow key

	Move – Top + Snap	CTRL + Top Arrow key	COMMAND + Top Arrow key
	Move – Bottom + Snap	CTRL + Bottom Arrow key	COMMAND + Bottom Arrow key
Photo	Crop – Zoom In	ALT + '+'	ALT + '+'
	Crop – Zoom Out	ALT + '-'	ALT + '-'
	Crop – Left Pan	ALT + Left Arrow key	ALT + Left Arrow key
	Crop – Right Pan	ALT + Right Arrow key	ALT + Right Arrow key
	Crop – Top Pan	ALT + Top Arrow key	ALT + Top Arrow key
	Crop – Bottom Pan	ALT + Bottom Arrow key	ALT + Bottom Arrow key
	Crop – Before	Page Up	Page Up
	Crop – After	Page Down	Page Down
All	Rotate Z Increase	ALT + Z	ALT + Z
	Rotate Z Decrease	ALT + CTRL + Z	ALT + COMMAND + Z
All	Arrange Object – Bring To Front	SHIFT + Top Arrow Key	SHIFT + Top Arrow Key
	Arrange Object – Bring Forward	SHIFT + Right Arrow key	SHIFT + Right Arrow key
	Arrange Object – Send to Back	SHIFT + Bottom Arrow key	SHIFT + Bottom Arrow key
	Arrange Object – Send Backward	SHIFT + Left Arrow key	SHIFT + Left Arrow key
All	Align Page based – Top Left	CTRL + 7	COMMAND + 7
	Align Page based – Top Center	CTRL + 8	COMMAND + 8
	Align Page based – Top Right	CTRL + 9	COMMAND + 9
	Align Page based – Center Left	CTRL + 4	COMMAND + 4
	Align Page based – Center	CTRL + 5	COMMAND + 5
	Align Page based – Center Right	CTRL + 6	COMMAND + 6
	Align Page based – Bottom Left	CTRL + 1	COMMAND + 1
	Align Page based – Bottom Center	CTRL + 2	COMMAND + 2
	Align Page based – Bottom Right	CTRL + 3	COMMAND + 3
	Align Page based – Top	CTRL + T	COMMAND + T
	Align Page based – Bottom	CTRL + B	COMMAND + B
	Align Page based – Left	CTRL + L	COMMAND + L
	Align Page based – Right	CTRL + R	COMMAND + R
All	Equal Spacing Horizontally	CTRL + SHIFT + H	COMMAND + SHIFT + H
	Equal Spacing Vertically	CTRL + SHIFT + V	COMMAND + SHIFT + V
All	Align Object based – Top Left	CTRL + SHIFT + 7	COMMAND + SHIFT + 7
	Align Object based – Top Center	CTRL + SHIFT + 8	COMMAND + SHIFT + 8
	Align Object based – Top Right	CTRL + SHIFT + 9	COMMAND + SHIFT + 9
	Align Object based – Center Left	CTRL + SHIFT + 4	COMMAND + SHIFT + 4
	Align Object based – Center	CTRL + SHIFT + 5	COMMAND + SHIFT + 5
	Align Object based – Center Right	CTRL + SHIFT + 6	COMMAND + SHIFT + 6
	Align Object based – Bottom Left	CTRL + SHIFT + 1	COMMAND + SHIFT + 1
	Align Object based – Bottom Center	CTRL + SHIFT + 2	COMMAND + SHIFT + 2
	Align Object based – Bottom Right	CTRL + SHIFT + 3	COMMAND + SHIFT + 3
	Align Object based – Top	CTRL + SHIFT + T	COMMAND + SHIFT + T
	Align Object based – Bottom	CTRL + SHIFT + B	COMMAND + SHIFT + B
	Align Object based – Left	CTRL + SHIFT + L	COMMAND + SHIFT + L
	Align Object based – Right	CTRL + SHIFT + R	COMMAND + SHIFT + R
All	Move Selection to Next Object	TAB	TAB
	Move Selection to Previous	SHIFT + TAB	SHIFT + TAB

	Object		
	Add Next Object to current Selection	CTRL + TAB	COMMAND + TAB
	Add Previous Object to current Selection	CTRL + SHIFT + TAB	COMMAND + SHIFT + TAB
All	Select All Objects on page	CTRL + A	COMMAND + A
	Cut Object(s)	CTRL + X	COMMAND + X
	Copy Object(s)	CTRL + C	COMMAND + C
	Paste Object(s)	CTRL + V	COMMAND + V
	Delete Object(s)	DEL	DEL
	Undo Object(s)	CTRL + Z	COMMAND + Z
	Redo Object(s)	CTRL + Y	COMMAND + Y
	Show Photo Information	CTRL + SHIFT + I	COMMAND + SHIFT + I
All	Increase the size of Object from – Top Left	ALT + 7	ALT + 7
	Increase the size of Object from – Top Center	ALT + 8	ALT + 8
	Increase the size of Object from – Top Right	ALT + 9	ALT + 9
	Increase the size of Object from – Center Left	ALT + 4	ALT + 4
	Increase the size of Object from – Center	ALT + 5	ALT + 5
	Increase the size of Object from – Center Right	ALT + 6	ALT + 6
	Increase the size of Object from – Bottom Left	ALT + 1	ALT + 1
	Increase the size of Object from – Bottom Center	ALT + 2	ALT + 2
	Increase the size of Object from – Bottom Right	ALT + 3	ALT + 3
Page	Flip Page composition Horizontally	ALT + H	ALT + H
	Flip Page composition Vertically	ALT + V	ALT + V
View	Fit to Screen	CTRL + F12	COMMAND + F12
	Actual Size (1:1)	CTRL + SHIFT + F12	COMMAND + SHIFT + F12
	Zoom In	+	+
	Zoom Out	-	-
All	Increase the size of Object from – Top Left	ALT + 7	ALT + 7
	Increase the size of Object from – Top Center	ALT + 8	ALT + 8
	Increase the size of Object from – Top Right	ALT + 9	ALT + 9
	Increase the size of Object from – Center Left	ALT + 4	ALT + 4
	Increase the size of Object from – Center	ALT + 5	ALT + 5
	Increase the size of Object from – Center Right	ALT + 6	ALT + 6
	Increase the size of Object from – Bottom Left	ALT + 1	ALT + 1

	Increase the size of Object from – Bottom Center	ALT + 2	ALT + 2
	Increase the size of Object from – Bottom Right	ALT + 3	ALT + 3
All	Decrease the size of Object from – Top Left	CTRL + ALT + 7	COMMAND + ALT + 7
	Decrease the size of Object from – Top Center	CTRL + ALT + 8	COMMAND + ALT + 8
	Decrease the size of Object from – Top Right	CTRL + ALT + 9	COMMAND + ALT + 9
	Decrease the size of Object from – Center Left	CTRL + ALT + 4	COMMAND + ALT + 4
	Decrease the size of Object from – Center	CTRL + ALT + 5	COMMAND + ALT + 5
	Decrease the size of Object from – Center Right	CTRL + ALT + 6	COMMAND + ALT + 6
	Decrease the size of Object from – Bottom Left	CTRL + ALT + 1	COMMAND + ALT + 1
	Decrease the size of Object from – Bottom Center	CTRL + ALT + 2	COMMAND + ALT + 2
Screen	Toggle Full Screen	CTRL + SHIFT + F11	COMMAND + SHIFT + F11

4.0. Getting into the Job – Using the Software

In previous section we learnt about software functionality. Now in this section, we will see various available categories and sizes and various ways to create Books. We will also learn how to customize these categories and sizes as per requirement.

4.1. Predefined Categories & Sizes

4.2. Create, Edit & Delete Category *

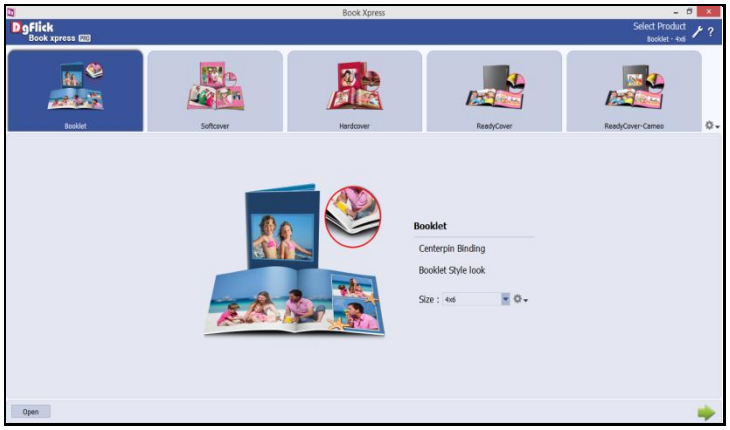
4.2.1. Creating a Category
4.2.2. Editing a Category
4.2.3. Deleting a Category

4.3. Create, Edit & Delete Sizes *

4.3.1. Creating a Size
4.3.2. Editing a Size
4.3.3. Deleting a Size

4.1. Predefined Categories & Sizes

Book Xpress is software that lets you use its made-to-standard, predefined categories and sizes or create your own categories and sizes the way you want to.
The ready-to-use Book categories, which conform to printing and binding industry standards, come in seven major variants. Each of these categories has multiple size options and you can choose the size that suits the Book you want to design.



'Select Product' window - Predefined Categories and their Sizes

Book sizes are categorized into Booklet, Softcover, Hardcover, ReadyCover and ReadyCover Cameo.

- **Booklet:** In Booklet, you can create the personalized cover and design individual pages with individual page split option. It provides offset printing i.e. designs are printed on both sides of the paper. It is pinned in the center of the book.

- **Softcover:** As the name suggests it is the book with soft cover type with perfect binding. Create your personalize cover and design individual pages with individual page split option. This supports offset printing. It is a good quality booklet.

- **Hardcover:** Here the cover type used is of hard quality. This lets you design your cover and individual pages with page split option. It is printed on both the sides of the page.

- **Readycover:** Here you will get readymade cover; you just have to design your inner pages. This also provides page split option. This is printed on offset paper.

- **Readycover Cameo:** Here you will get readymade cameo cover; you just have to design your inner pages. This also provides page split option. This is printed on offset paper.

Table: Specifications of all Book categories and sizes

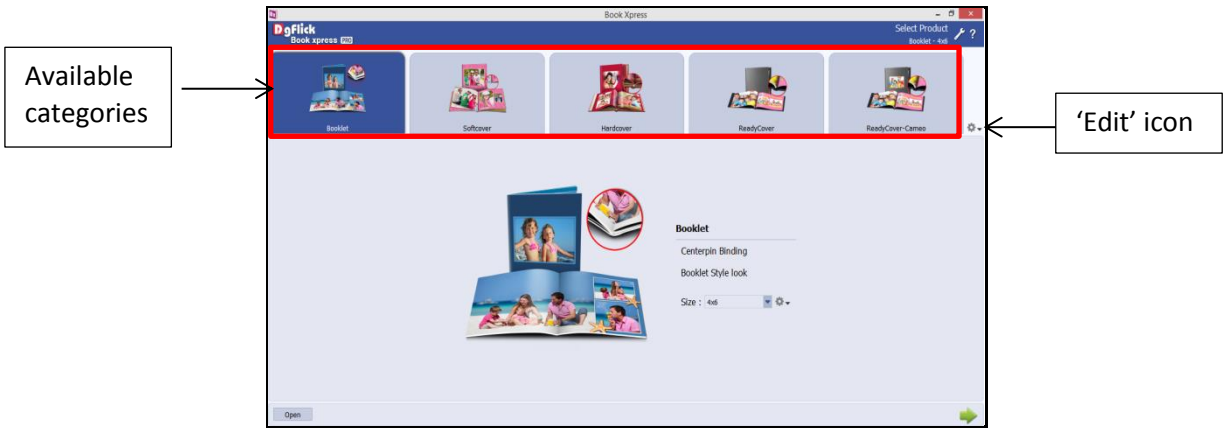
Page size	Page starts from	Page style	Page Interval	Cover	Cover size
Booklet					
4 X 6	Left	Spread Split	4	Personalize	12 X 4
6 X 4	Left	Spread Split	4	Personalize	8 X 6
6 X 8	Left	Spread Split	4	Personalize	16 X 6
8 X 6	Left	Spread Split	4	Personalize	12 X 8
8 X 8	Left	Spread Split	4	Personalize	16 X 8
8 X 12	Left	Spread Split	4	Personalize	24 X 8
Softcover					
4 X 6	Right	Spread Split	2	Personalize	12.5 X 4
6 X 4	Right	Spread Split	2	Personalize	8.5 X 6
6 X 8	Right	Spread Split	2	Personalize	16.5 X 6
8 X 6	Right	Spread Split	2	Personalize	12.5 X 8
8 X 8	Right	Spread Split	2	Personalize	16.5 X 8
8 X 12	Right	Spread Split	2	Personalize	24.5 X 8
10 X 10	Right	Spread Split	2	Personalize	20.5 X 10
12 X 12	Right	Spread Split	2	Personalize	24.5 X 12
Hardcover					
4 X 6	Right	Spread Split	2	Personalize	15.7 X 7
6 X 4	Right	Spread Split	2	Personalize	11.7 X 9
6 X 8	Right	Spread Split	2	Personalize	19.7 X 9
8 X 6	Right	Spread Split	2	Personalize	15.7 X 11
8 X 8	Right	Spread Split	2	Personalize	19.7 X 11
8 X 12	Right	Spread Split	2	Personalize	27.7 X 11
10 X 10	Right	Spread Split	2	Personalize	23.7 X 13
12 X 12	Right	Spread Split	2	Personalize	27.7 X 15
ReadyCover					
6 X 8	Right	Spread Split	2	Ready-made	—
8 X 6	Right	Spread Split	2	Ready-made	—
8 X 8	Right	Spread Split	2	Ready-made	—
8 X 12	Right	Spread Split	2	Ready-made	—
10 X 10	Right	Spread Split	2	Ready-made	—
12 X 12	Right	Spread Split	2	Ready-made	—
ReadyCover Cameo					
8.5 X 11	Right	Spread Split	2	Ready-made	Cameo
11 X 8.5	Right	Spread Split	2	Ready-made	Cameo

4.2. Create, Edit & Delete Categories *

Book Xpress has a wide variety of predefined categories for Book creation. However, in case the Book category you have in mind is not among the standard categories, you could create your own category, edit it or delete it permanently as per your requirement. This section will let you know about creating, editing and deleting the predefined categories in detail.

4.2.1. Creating a Category

- At the top of the screen, you see the available categories in the Book Xpress.



'Select Product' window - Predefined Categories

- You get an 'Edit' icon at the end of the categories trail. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.

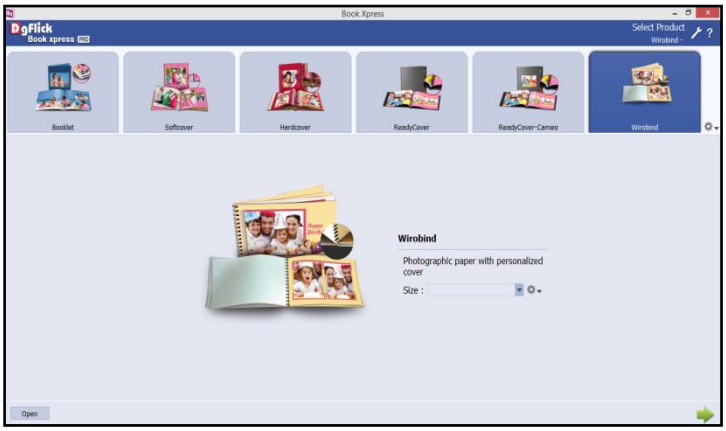
- Click on the 'Edit' icon. You will see Add, Edit and Delete icon.

- Select the 'Add' option to add a new category in the 'Select Product' window.

'Create Category' window – Adding Category

- On the next 'Create Category' window, Fill in the fields corresponding to the,
  - 'Name': Ⓐ The name you want for the new Category.
  - 'Ref. Image': The image you want for the Category, clicking on the 'Browse' icon Ⓒ to the right of this field lets you choose the reference image from the path in which you saved it.
  - 'Description': Ⓑ Give a description of the category you are creating.

- Click on 'Save' icon Ⓓ, on the lower right-hand corner to save the category you created.



The New category added

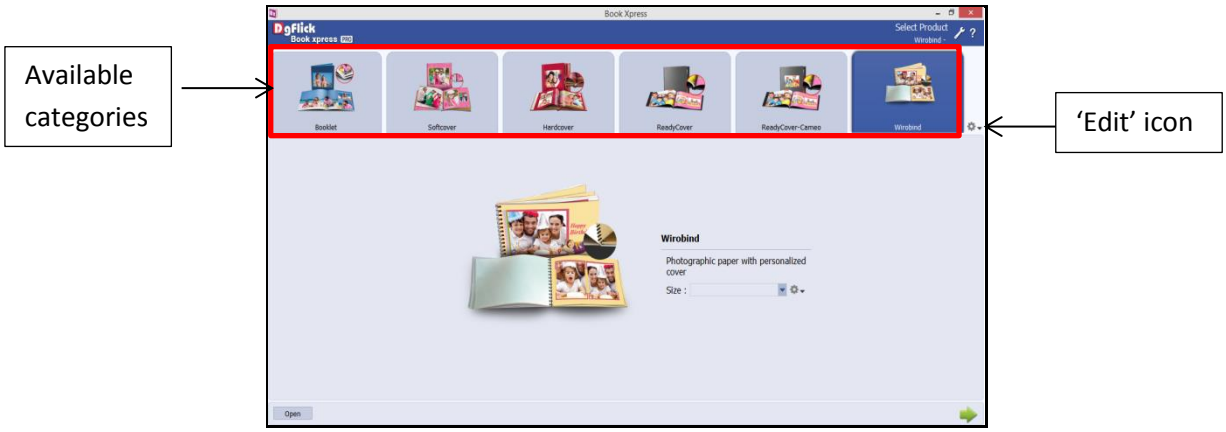
- The new category is created and can be viewed along with the predefined categories.

! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.

*Note: Features marked with * mark are available only for PRO version users.*

4.2.2. Editing a Category

❖ At the top of the screen, you see the available categories in the Book Xpress.

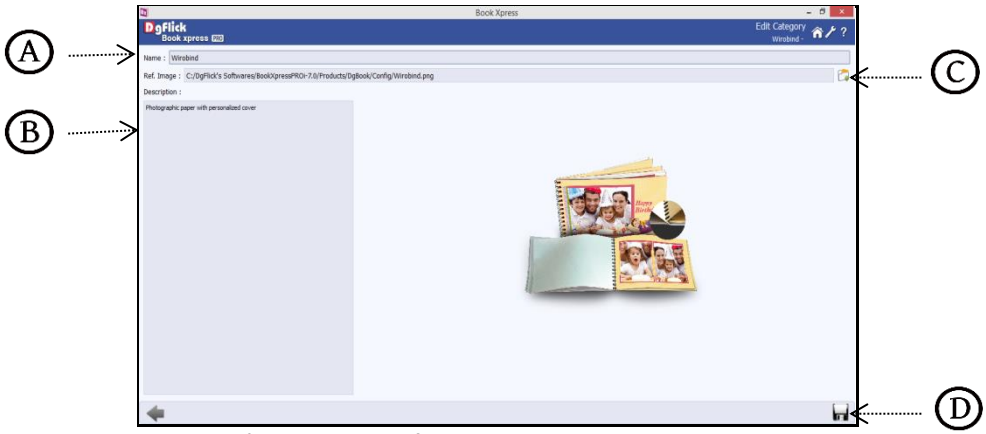


'Select Product' window - Predefined Categories

❖ You get an 'Edit' icon at the end of the categories trail. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.

❖ Select the category you want to edit. Click on the 'Edit' icon. You will see Add, Edit and Delete icon.

❖ Select the 'Edit' option to edit selected category in the 'Select Product' window.

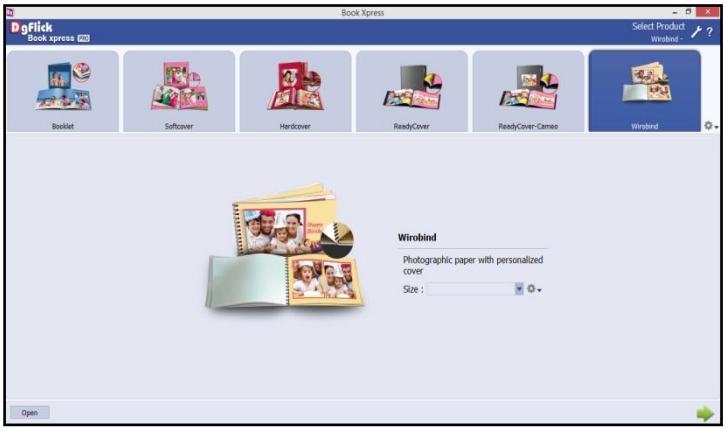


'Edit Category' window – Editing Category

❖ On the next 'Edit Category' window, You can add the edits to the,

- 'Name': Ⓐ Edit the name as per your choice.
- 'Ref. Image': Change the image you want for the Category, clicking on the 'Browse' icon Ⓒ to the right of this field lets you choose the reference image from the path in which you saved it.
- 'Description': Ⓑ Change the description of the category as per your choice.

❖ Click on 'Save' icon Ⓓ, on the lower right-hand corner to save the changes you made.



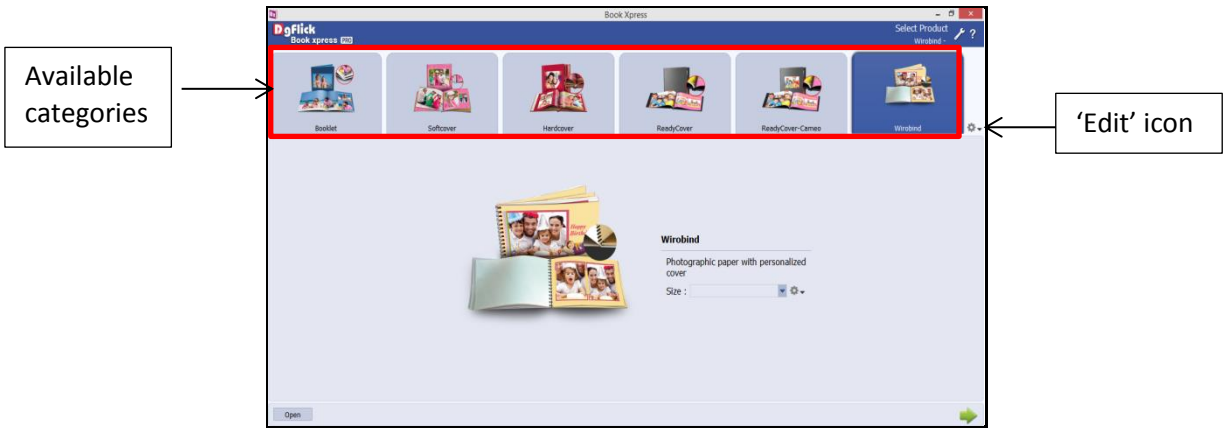
The category edited

! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.

*Note: Features marked with * mark are available only for PRO version users.*

4.2.3. Deleting a Category

- At the top of the screen, you see the available categories in the Book Xpress.



'Select Product' window - Predefined Categories

- You get an 'Edit' icon at the end of the categories trail. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.
- Select the category you want to delete permanently. Click on the 'Edit' icon. You will see Add, Edit and Delete icon.
- Select the 'Delete' option to delete selected category in the 'Select Product' window.
- A dialog box asking if you are sure, you want to delete it appears on the screen.

❖ Clicking on ‘Yes’ deletes the category permanently; clicking on ‘No’ aborts the operation.

! At any point during the process, you could click on the ‘Back’ button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the ‘Back’ command. You could also click on ‘Home’ to go back to the home page.

*Note: Features marked with * mark are available only for PRO version users.*

4.3. Create, Edit & Delete Sizes *

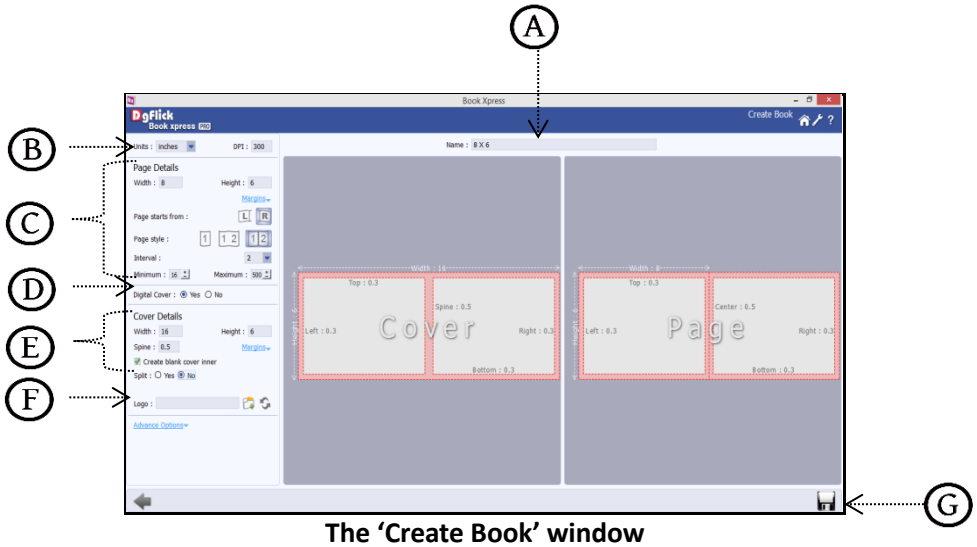
Apart from the categories, you can also create, edit and delete sizes in Book Xpress. You get a freedom of designing book in your own size. You can define your own custom Book parameters such as Cover, Page and Size. This section will let you know about creating, editing and deleting the predefined sizes in detail.

4.3.1. Creating a Size

- Whenever you select any category, available sizes are displayed in a drop down menu in the 'Select Product' window.

'Select Product' window

- You get an 'Edit' icon given in front of the drop down menu. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.
- Select the category in which you want to add new size. Click on the 'Edit' icon. You will see Add, Edit and Delete icon.
- Select the 'Add' option to add a new size in the selected category.
- On the next window: 'Create Book' window, Fill in the fields corresponding to the,
- 'Name': Ⓐadd new name for the new book size. If you do not add any name and save the size, an autogenerated name will be given to the size containing the book size and cover preferences.
- Define the units and DPI from hereⒷ



The 'Create Book' window

- Set the parameters below the Page Details Ⓒ.
  These are:
  Width and Height,
  Margins (Center/Left/Right/Top/Bottom),
  Page start (Left/Right),
  Page style (Page/Spread/Spread-Split),
  Number of pages (Minimum and Maximum).

- Select the cover type from Ⓓ Digital Cover (Yes/No).

- Set the parameters below the Cover details Ⓔ.
  These are:
  Width and Height,
  Margins (Left, Right, Top and Bottom),
  Spine
  Creation of inner blank cover
  Split.

- Set the logo for Book from 'Logo' option Ⓕ. Browse from and set the logo. Reset the logo from

- Set cameo parameters from 'Advance options'.

- Click on 'Save' icon Ⓖ on the lower right-hand corner to save the size you created.

- The new Book size is created and can be viewed along with the other Book sizes.

! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.

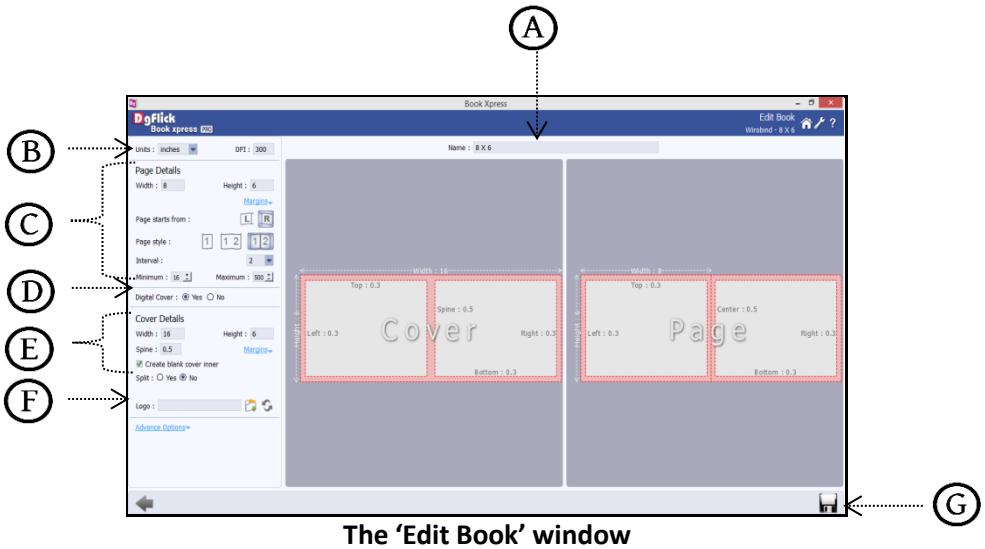
*Note: Features marked with * mark are available only for PRO version users.*

4.3.2. Editing a Size

- Whenever you select any category, available sizes are displayed in a drop down menu in the 'Select Product' window.

'Select Product' window

- You get an 'Edit' icon given in front of the drop down menu. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.
- Select the size, which you want to edit. Click on the 'Edit' icon. You will see Add, Edit and Delete icon.
- Select the 'Edit' option to edit selected size in the selected category.
- On the next window: 'Edit Book' window, Edit in the fields corresponding to the,
- 'Name': Ⓐedit the name as per your choice. If you keep the name field blank, an autogenerated name will be given to the size containing the book size and cover preferences.
- Manage the units and DPI from hereⒷ



The 'Edit Book' window

- Edit the parameters below the Page Details Ⓒ.
  These are:
  Width and Height,
  Margins (Center/Left/Right/Top/Bottom),
  Page start (Left/Right),
  Page style (Page/Spread/Spread-Split),
  Number of pages (Minimum and Maximum).

- Edit the cover type from Ⓓ Digital Cover (Yes/No).

- Edit the parameters below the Cover details Ⓔ.
  These are:
  Width and Height,
  Margins (Left, Right, Top and Bottom),
  Spine
  Creation of inner blank cover
  Split.

- Edit the logo for Book from 'Logo' option Ⓕ. Browse from and set new logo. Reset the logo from

- Edit cameo parameters from 'Advance options'.

- Click on 'Save' icon Ⓖ on the lower right-hand corner to save the changes you made.

! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.

*Note: Features marked with * mark are available only for PRO version users.*

4.3.3. Deleting a Size

- Whenever you select any category, available sizes are displayed in a drop down menu in the 'Select Product' window.

'Select Product' window – drop down menu of the available sizes

- You get an 'Edit' icon given in front of the drop down menu. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.
- Select the size, which you want to delete permanently. Click on the 'Edit' icon. You will see Add, Edit and Delete icon.
- Select the 'Delete' option to delete selected size in the selected category.
- A dialog box asking if you are sure, you want to delete it appears on the screen.
- Clicking on 'Yes' deletes the size permanently; clicking on 'No' aborts the operation.

! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.

*Note: Features marked with * mark are available only for PRO version users.*

5.0. Exploring the World of Designing – Design Books

In previous section, we learnt about software functionality. Now in this section we will learn how to use this software to create Books in various ways.

5.1. Automatic Book Creation

5.1.1. Smart Book
5.1.2. Easy Book
5.1.3. Catalogue Book
5.1.4. Grid Book
5.1.5. Creative Book
5.1.6. Ready Book
5.1.7. Perfect Book
5.1.8. Traditional Book

5.2. Manual Book Creation

5.3. Manage the Photos

5.4. Confirm the Photos

5.1. Automatic Book Creation

Once you have modified or customized categories according to your requirements, it is time to move on to the actual process of Book creation. Book Xpress gives you the option of designing different types of Books in few clicks. You could also go in for advanced page composition i.e. fully personalized Book for a wider array of options while creating the Book.

Using Book Xpress is a fast and user-friendly process, with an interactive interface, that gives you the flexibility of selecting category, size and photo and the Book is ready in a quick way. Wizard to make the task simpler supports it.

- Book Xpress is software that automatically designs the book in a creative way. Select the book type provided, along with the photos and the book is ready.

The Process

- To start with the creation, firstly select the category and size from 'Select Product' window. You can also select ‘Custom’ option and design own custom size and start designing book. (For details on how to create own size, refer section Create, Edit and Delete size)

- By default, Perfect Book is opened for designing. However, you can change this preferences from ‘Preferences’ tab. you can either select any other book type as default creation mode or select the ‘Ask Every Time’ option to get the option of choosing creation every time you design book. If the ‘Ask Every Time’ option is selected, ‘Select Book Type’ window appears on your screen.

'Select Book Type' window

- Here various book types are provided to help you make the book attractive and creative. The books provided are: **Smart Book, Easy Book, Catalogue Book, Grid Book, Creative Book, Ready Book, Perfect Book, Traditional Book and My Book.** Each book type has its own features that let you to design the book in a different way.

- Let's have a look on each and every book type in depth which will help you in selection of the book type.

5.1.1. Smart Book

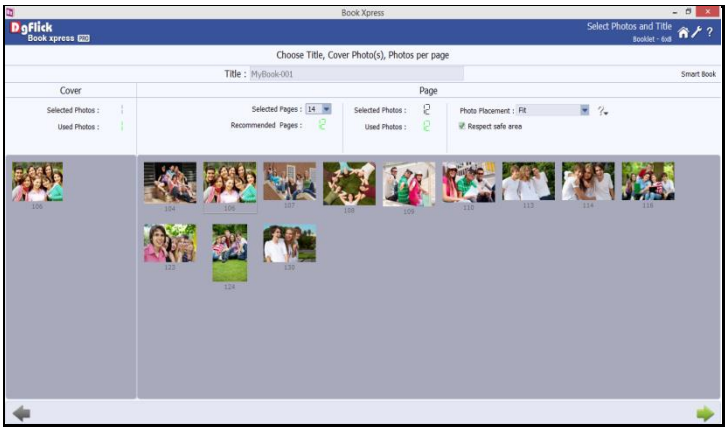
- **Smart Book:** In this style of book full size photo gets placed on each page. This is the easiest way to create photo book with less efforts. Less time is required to create this type of photo book. After selecting this book type you will be directed to 'Select Photos' window where you need to select the photos for the cover as well as the pages of the book and within a minute the book is ready.

- Let's see the process of making of this book.

- After selecting category, size and the book type (If the 'Select Book Type' window appears); you are redirected to the 'Select Photos' window where you are supposed to select the photos for the book.

'Select Photos' window

- Select the photos for the book. There are other tools in the 'Select Photos' window that helps you to manage the photos. (For details, refer section Manage the Photos)

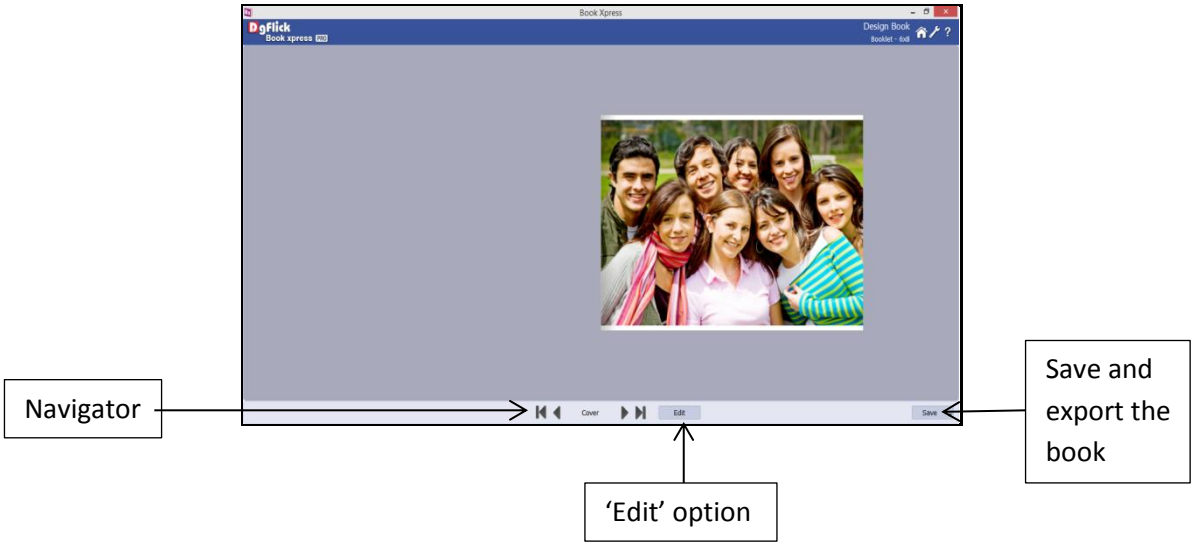


'Select Photos and Title' window

- You will be redirected to the 'Select Photos and Title' window where you will see all the photos selected by you for the book.

- Manage the photos for the book cover and pages (For details, refer section Confirm the Photos) and go to next window.

- The book is ready.



Preview of Smart book pages

- You can preview the book pages by navigating with available navigator.

- To save the book, click on the 'Save' option and save the book. You will also get options for exporting the book after clicking on 'Save' option.

- If you want to edit the book design, click on the 'Edit' option. The book will get open for editing.

Book open for editing

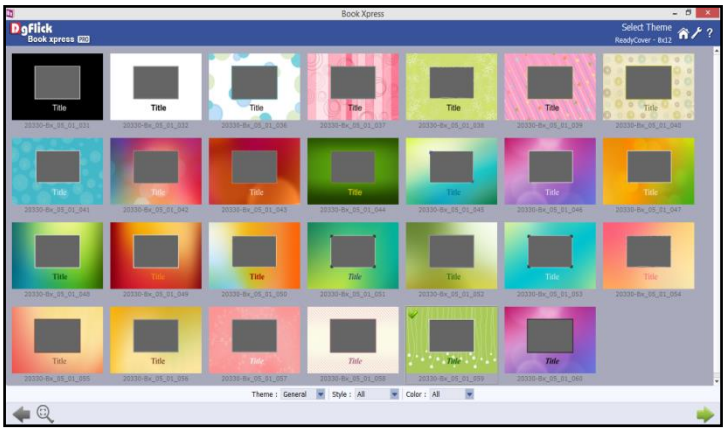
- You can use the available tabs to add or edit the book design.

5.1.2. Easy Book

- **Easy Book:** Make well designed layout book and here the photos get automatically placed with respect to the layout. Here you get the choice of selecting the layout. After you select this Book type, select the theme from the 'Theme' window; select the layout as per your choice from the 'Select Layout' window, also select the photos and here the book is ready.

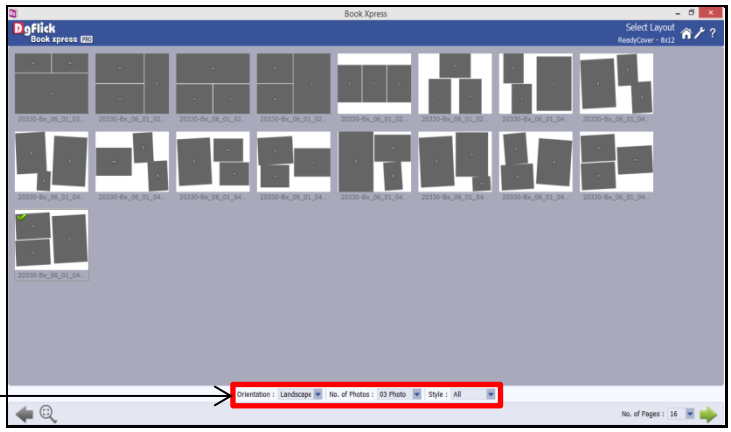
- Let's see the process of making of this book.

- After selecting category, size and the book type (If the 'Select Book Type' window appears); you are redirected to the 'Select Theme' window where you are supposed to select the theme for the book.



'Select Theme' window

- After selecting the theme, go to the next window. You will be asked to select layout for book.



'Select Layout' window

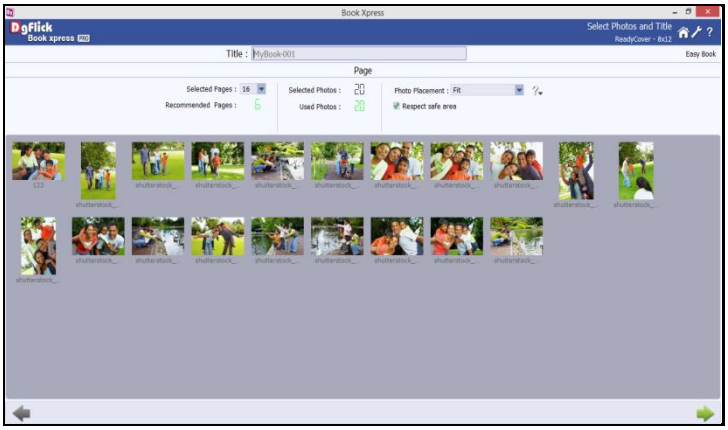
- Filter the layouts and select the suitable one.

- After selecting layout for the book, go to the next window.

- In 'Select Photos' window, you will be asked to select the photos for the book.

'Select Photos' window

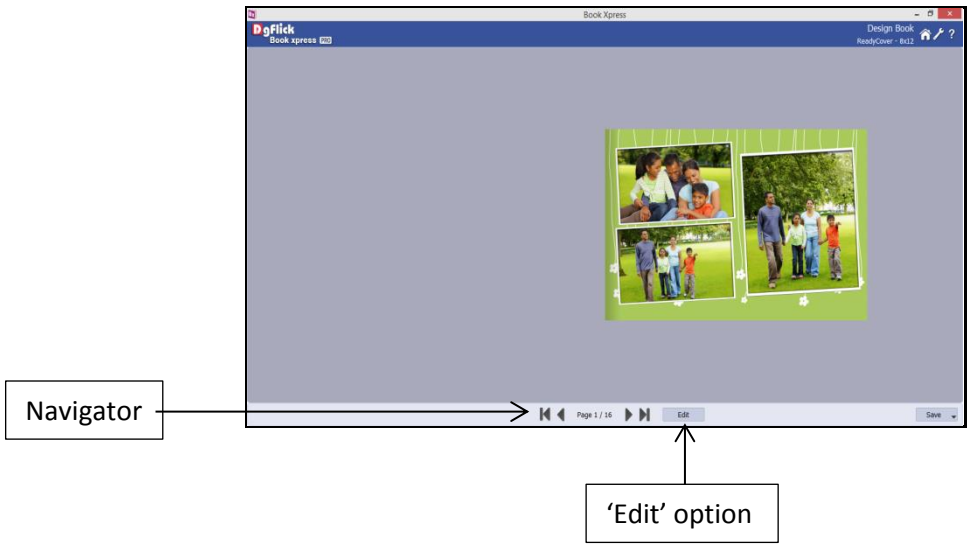
- Select the photos for the book. There are other tools in the 'Select Photos' window that helps you to manage the photos. (For details, refer section Manage the Photos)



'Select Photos and Title' window

- You will be redirected to the 'Select Photos and Title' window where you will see all the photos selected by you for the book. Manage the photos for the book cover and pages and go to next window.

- The book is ready.



Preview of Easy book

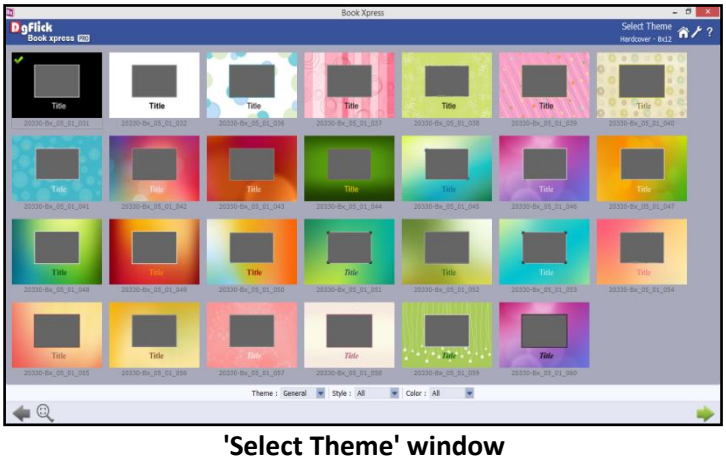
- You can preview the book pages by navigating with available navigator.
- To save the book, click on the 'Save' option and save the book. You will also get options for exporting the book after clicking on 'Save' option.
- If you want to edit the book design, click on the ‘Edit’ option. The book will get open for editing.

Book open for editing

- You can use the available tabs to add or edit the book design.

5.1.3. Catalogue Book

- **Catalogue Book:** Catalogue book is like a handbook where the photos get placed in same size on each page and with subtitle under each photo. The book is created by auto formatted grid based layout to occupy all photos on selected number of pages.
- Let’s see the process of making of this book.
- After selecting category, size and the book type (If the 'Select Book Type' window appears); you are redirected to the 'Select Theme' window where you are supposed to select the theme for the book.

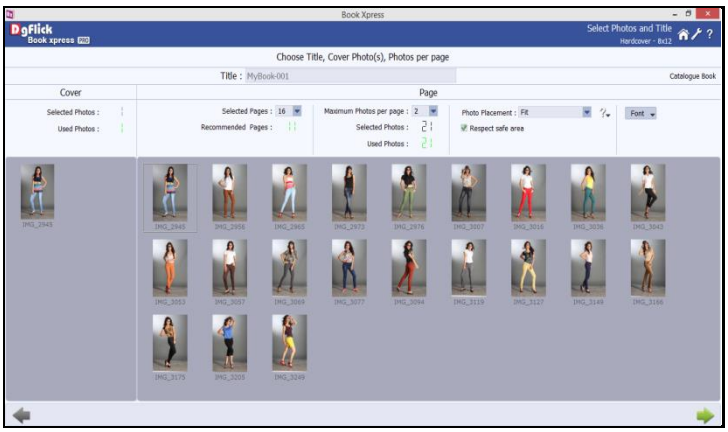


'Select Theme' window

- After selecting the theme, go to the next window.
- In 'Select Photos' window, you will be asked to select the photos for the book.

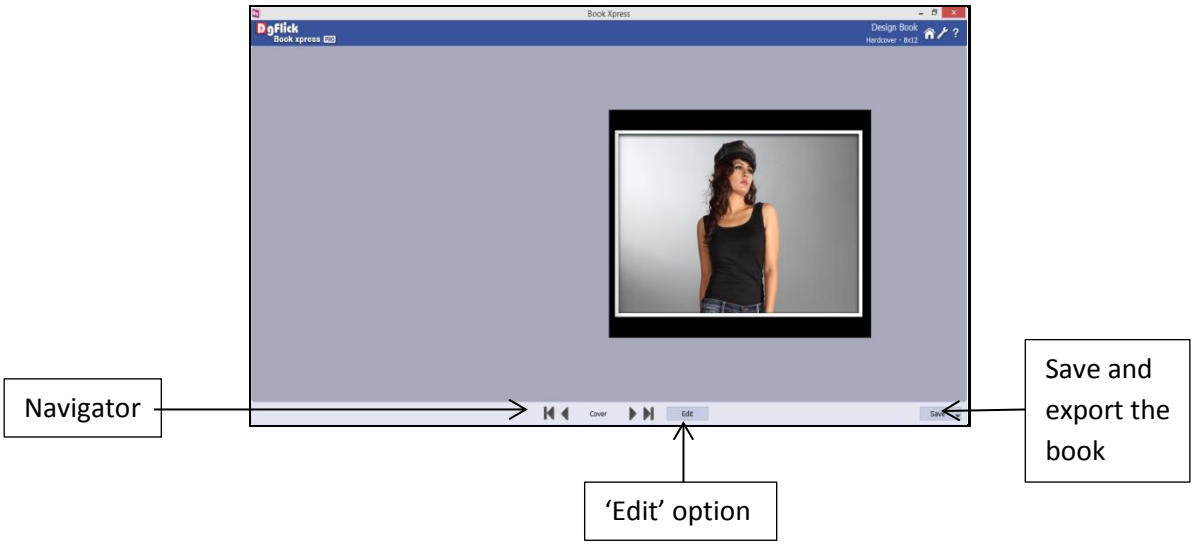
'Select Photos' window

- Select the photos for the book. There are other tools in the 'Select Photos' window that helps you to manage the photos(For details, refer section Manage the Photos)



'Select Photos and Title' window

- You will be redirected to the 'Select Photos and Title' window where you will see all the photos selected by you for the book. Manage the photos for the book cover and pages
- You can also make changes related to the font of the file names. Go to next window.
- The book is ready.



Preview of Catalogue book

- You can preview the book pages by navigating with available navigator.
- To save the book, click on the 'Save' option and save the book. You will also get options for exporting the book after clicking on 'Save' option.
- If you want to edit the book design, click on the 'Edit' option. The book will get open for editing.

Book open for editing

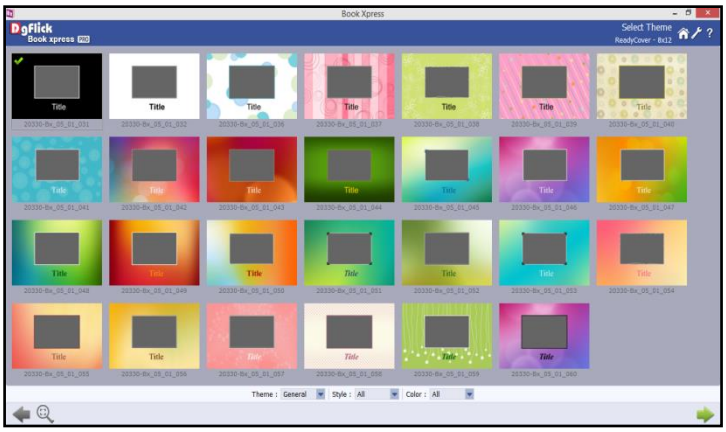
- You can use the available tabs to add or edit the book design.

5.1.4. Grid Book

- **Grid Book:** Here all the photos are of the same size. The book is created by auto formatted Grid based layout to occupy all photos on selected number of pages. As you select this book type you will be redirected to the 'Theme' window where you can select the theme of your choice, then select photos from 'Select Photos' window and the book is ready.

- Let’s see the process of making of this book.

- After selecting category, size and the book type (If the 'Select Book Type' window appears); you are redirected to the 'Select Theme' window where you are supposed to select the theme for the book.



'Select Theme' window

- After selecting the theme, go to the next window.

- In 'Select Photos' window, you will be asked to select the photos for the book.

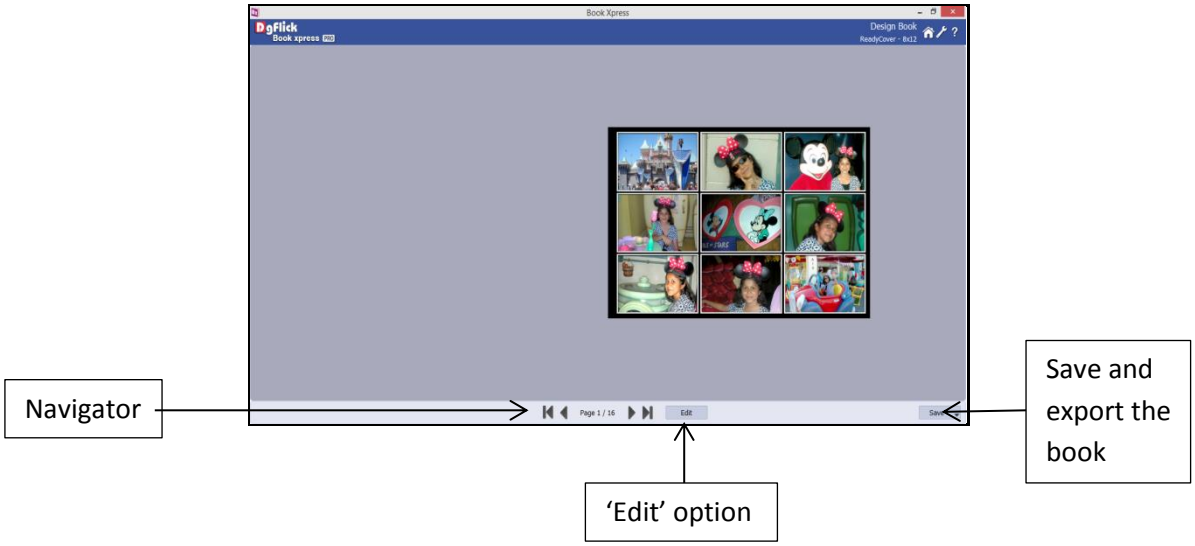
'Select Photos' window

- Select the photos for the book. There are other tools in the 'Select Photos' window that helps you to manage the photos(For details, refer section Manage the Photos)

‘Select Photos and Title’ window

- You will be redirected to the ‘Select Photos and Title’ window where you will see all the photos selected by you for the book. Manage the photos for the book cover and pages and go to next window.

- The book is ready.



Preview of Grid book

- You can preview the book pages by navigating with available navigator.

- To save the book, click on the 'Save' option and save the book. You will also get options for exporting the book after clicking on 'Save' option.

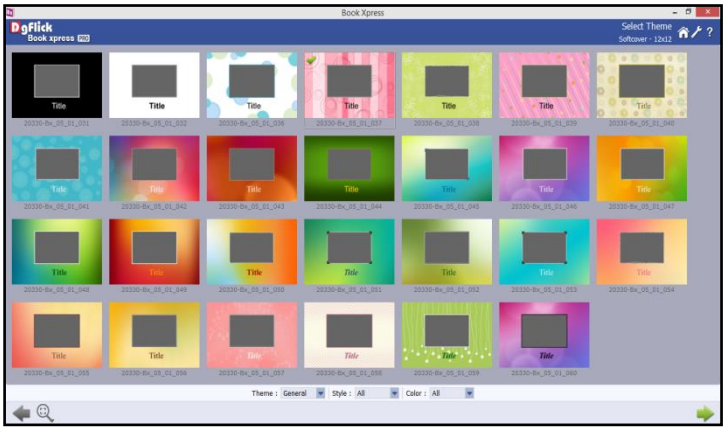
- If you want to edit the book design, click on the ‘Edit’ option. The book will get open for editing.

5.1.5. Creative Book

- **Creative Book:** Creative book is for those who love to see their photos arranged creatively with different patterns on every page. You can choose different pattern for each page from available options. Make creative book by choosing different layout on every page and get photos placed automatically with respect to the layouts. You have choice to select layouts for every page. Select this book type, select theme, select different layouts for each and every page, select photos and the book is ready.

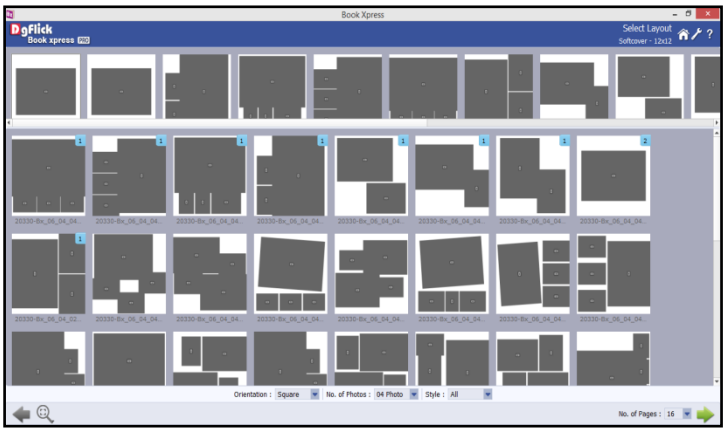
- Let’s see the process of making of this book.

- After selecting category, size and the book type (If the 'Select Book Type' window appears); you are redirected to the 'Select Theme' window where you are supposed to select the theme for the book.



'Select Theme' window

- After selecting the theme, go to the next window. You will be asked to select layouts for book. You can select different layouts for each page.



'Select Layout' window

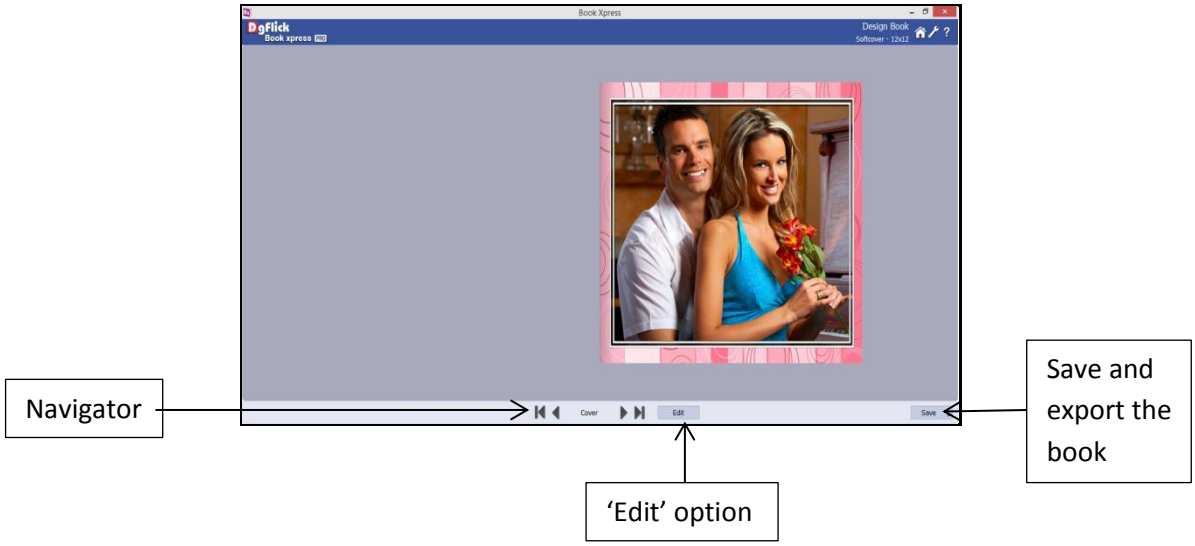
- After selecting layouts for the book, go to the next window.
- In 'Select Photos' window, you will be asked to select the photos for the book.

'Select Photos' window

- Select the photos for the book. There are other tools in the 'Select Photos' window that helps you to manage the photos(For details, refer section Manage the Photos)

'Select Photos and Title' window

- You will be redirected to the 'Select Photos and Title' window where you will see all the photos selected by you for the book. Manage the photos for the book cover and pages and go to next window.
- The book is ready.



Preview of creative book

- You can preview the book pages by navigating with available navigator.
- To save the book, click on the 'Save' option and save the book. You will also get options for exporting the book after clicking on 'Save' option.
- If you want to edit the book design, click on the 'Edit' option. The book will get open for editing.

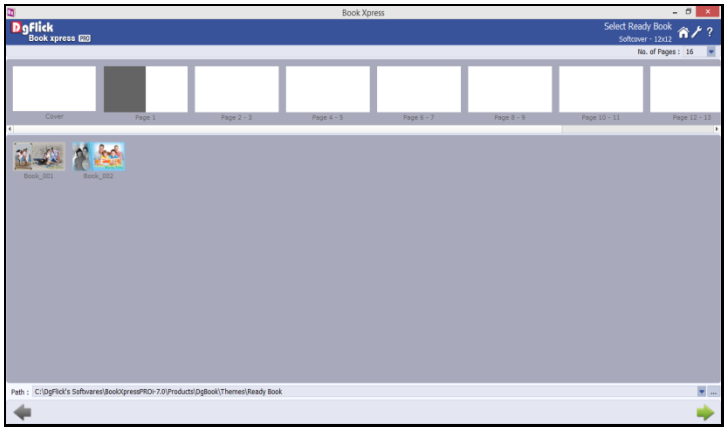
5.1.6. Ready Book

- **Ready Book:**

Ready book is a book creation mode where you have to select any existing book project and select the photos. The photos selected by you are replaced in the book project and in no time, you get a new book. This is called encashing the designing efforts.

- Let's see the process of making of this book.

- After selecting category, size and the book type (If the 'Select Book Type' window appears); you are redirected to the 'Select Ready Book' window where you are supposed to select the ready project for the book.

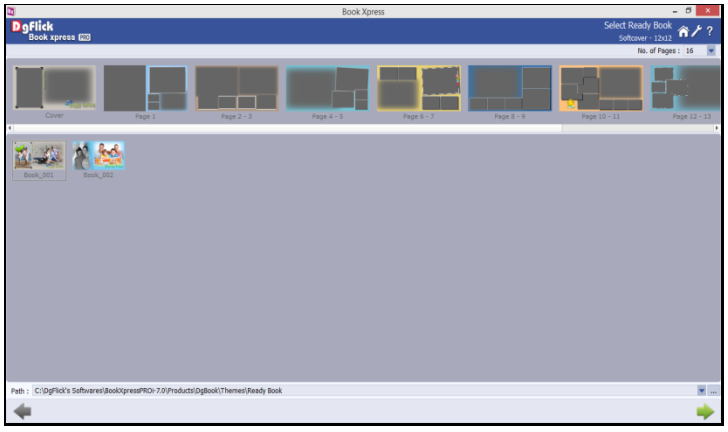


'Select Ready Book' window

- You can see sample books readily available in this window.

- Select the book project of your choice by clicking on it. Once you select the book project, you will be able to see the preview of the pages of the selected book on the pages.

- If you want, you can browse from the 'Browse' button and access your own designed books too.



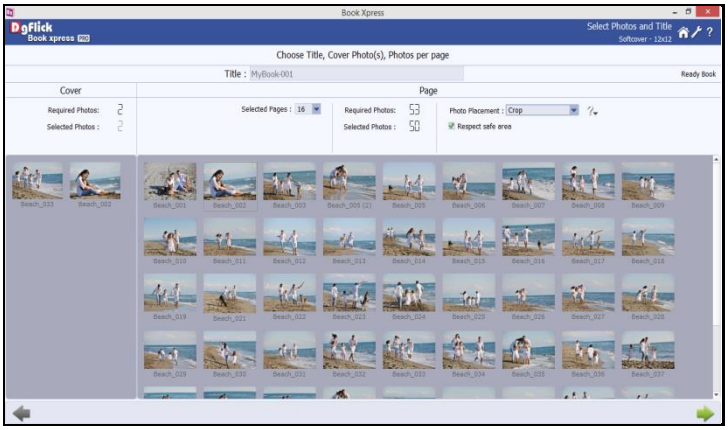
Desired book selected

- Once you select the desired book, you can go to the next process with the help of 'Next' button.

❖ In 'Select Photos' window, you will be asked to select the photos for the book.

'Select Photos' window

❖ Select the photos for the book. There are other tools in the 'Select Photos' window that helps you to manage the photos(For details, refer section Manage the Photos)



'Select Photos and Title' window

❖ You will be redirected to the 'Select Photos and Title' window where you will see all the photos selected by you for the book. Manage the photos for the book cover and pages and go to next window.

❖ The book is ready.

Preview of Ready book

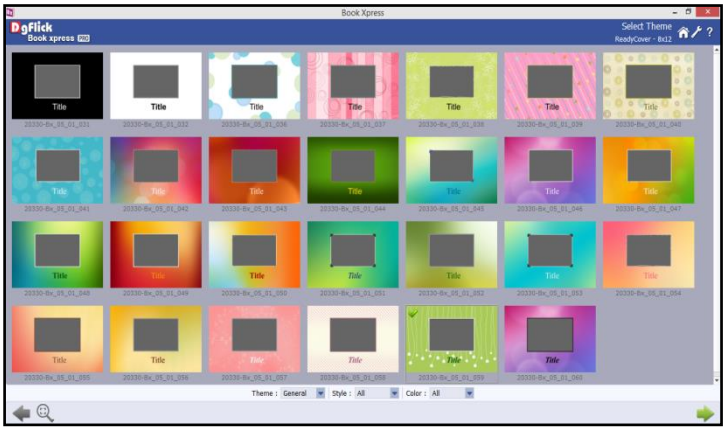
- You can preview the book pages by navigating with available navigator.
- To save the book, click on the 'Save' option and save the book. You will also get options for exporting the book after clicking on 'Save' option.
- If you want to edit the book design, click on the ‘Edit’ option. The book will get open for editing.

Book open for editing

- You can use the available tabs to add or edit the book design.

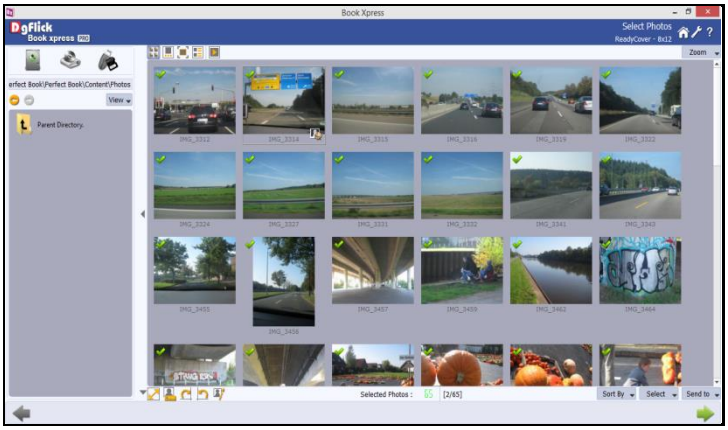
5.1.7. Perfect Book

- **Perfect Book:** Perfect book is for those who love to see their photos arranged in the same order they were clicked. Here first you need to select the desired theme for the photo book from theme window. After selecting theme click on to go to photo window to select photos for cover and pages of the book. The book is ready.
- Let’s see the process of making of this book.
- After selecting category, size and the book type (If the 'Select Book Type' window appears); you are redirected to the 'Select Theme' window where you are supposed to select the theme for the book.



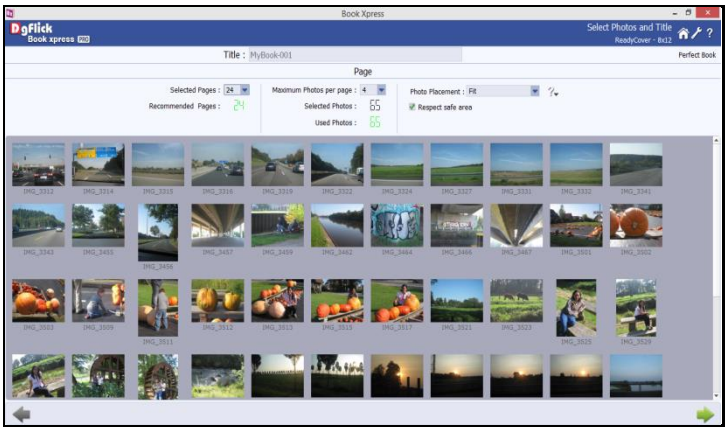
'Select Theme' window

- After selecting the theme, go to the next window.
- In 'Select Photos' window, you will be asked to select the photos for the book.



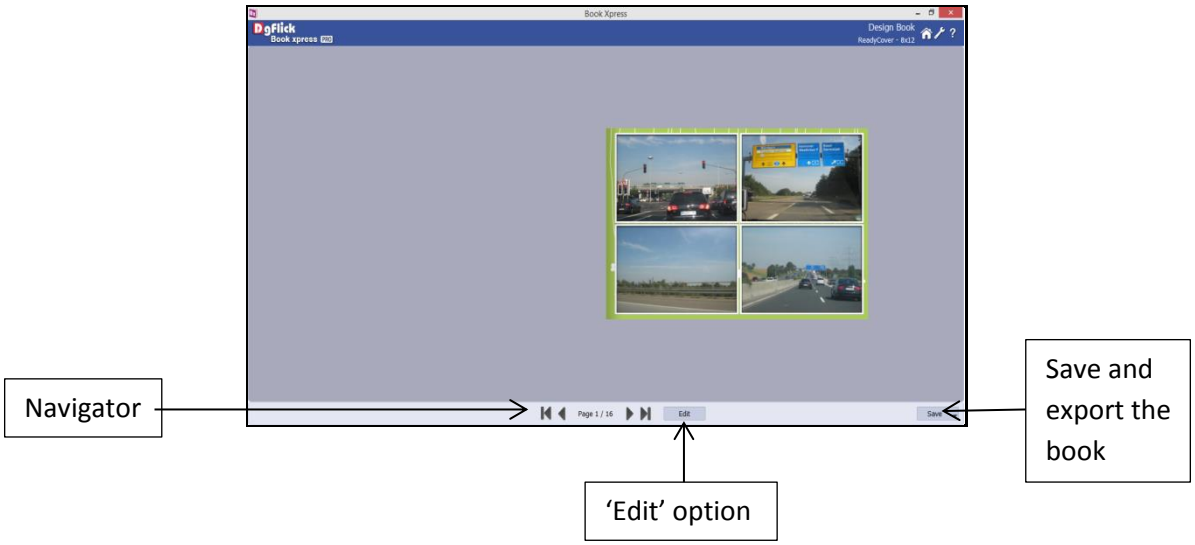
'Select Photos' window

- Select the photos for the book. There are other tools in the 'Select Photos' window that helps you to manage the photos(For details, refer section Manage the Photos)



'Select Photos and Title' window

- You will be redirected to the 'Select Photos and Title' window where you will see all the photos selected by you for the book. Manage the photos for the book cover and pages and go to next window.
- The book is ready.

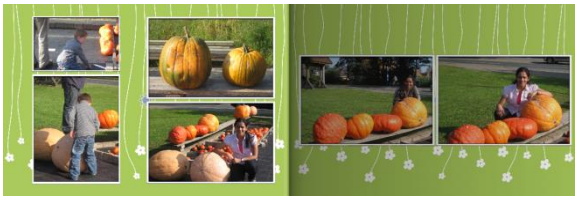


Preview of Perfect book

- You can preview the book pages by navigating with available navigator.
- To save the book, click on the 'Save' option and save the book. You will also get options for exporting the book after clicking on 'Save' option.
- If you want to edit the book design, click on the 'Edit' option. The book will get open for editing.

Book open for editing

- You can use the available tabs to add or edit the book design.
- With 'Change Layout' button, you can change layout of the active page. With every click, Book Xpress will automatically generate a new layout for your page.



- You can apply the previous layout with the help of the 'Previous' icon < available just behind the 'Change Layout' option.

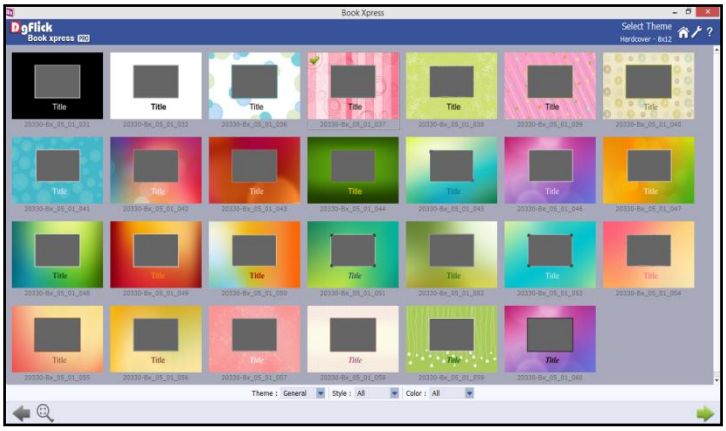
5.1.8. Traditional Book

- **Traditional Book:**

Makes book with traditional photo sizes (4 x 6, 5 x 7 and 6 x 8). Select theme, layout and photo and the book is ready.

- Let's see the process of making of this book.

- After selecting category, size and the book type (If the 'Select Book Type' window appears); you are asked to choose the size of the photo i.e. Small or medium. Select the desired size. You will be redirected to the 'Select Theme' window where you are supposed to select the theme for the book.



'Select Theme' window

- After selecting the theme, go to the next window.

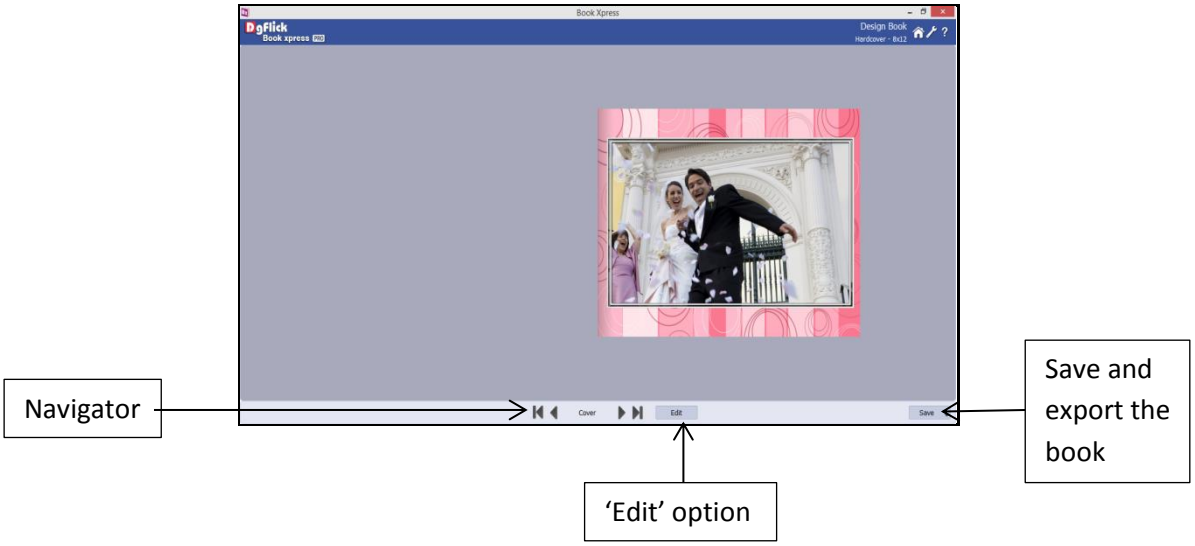
- In 'Select Photos' window, you will be asked to select the photos for the book.

'Select Photos' window

- Select the photos for the book. There are other tools in the 'Select Photos' window that helps you to manage the photos(For details, refer section Manage the Photos)

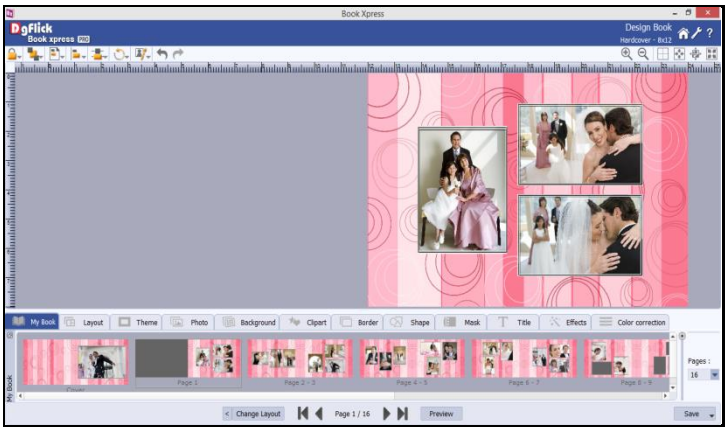
'Select Photos and Title' window

- You will be redirected to the 'Select Photos and Title' window where you will see all the photos selected by you for the book. Manage the photos for the book cover and pages and go to next window.
- The book is ready.



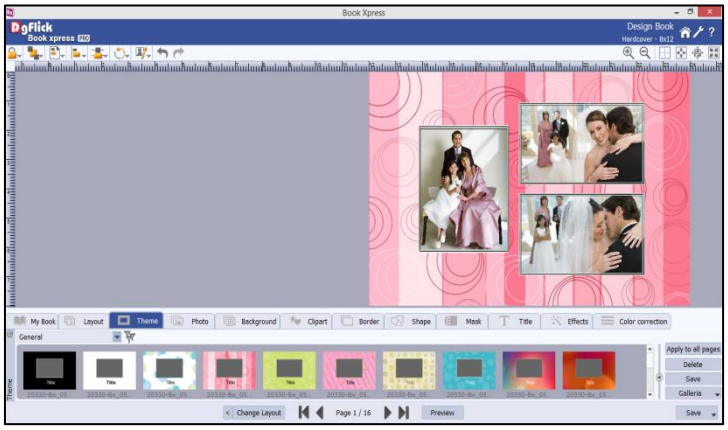
Preview of Traditional book

- You can preview the book pages by navigating with available navigator.
- To save the book, click on the 'Save' option and save the book. You will also get options for exporting the book after clicking on 'Save' option.
- If you want to edit the book design, click on the 'Edit' option. The book will get open for editing.



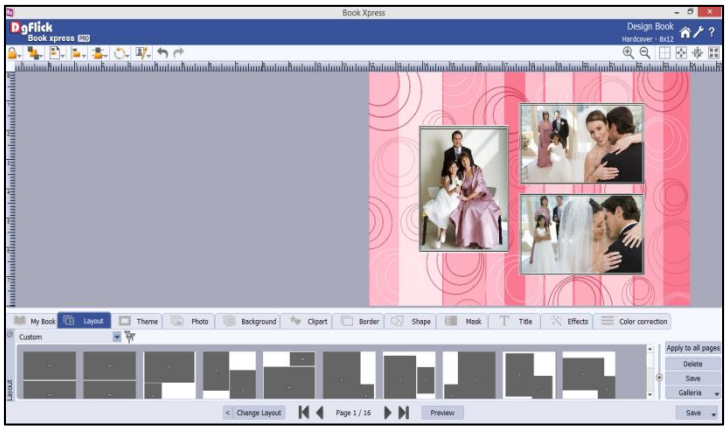
Book open for editing – Photos in traditional photo sizes

- You can use the available tabs to add or edit the book design.
- With the ‘Theme’ tab, you can change the theme of the Book.
- In ‘Theme’ tab, you will find various options to apply the themes.



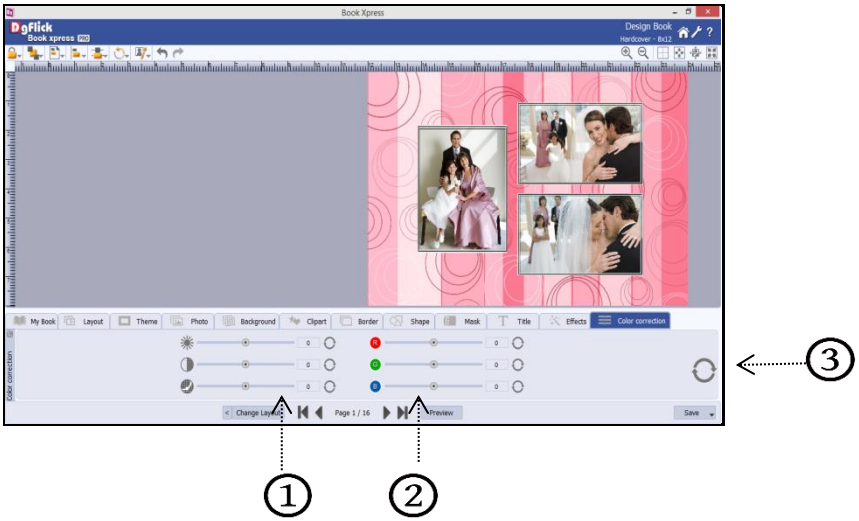
‘Design Book’ window – ‘Theme’ tab

- You can filter the themes from icon. You will find various options to filter themes.
- You can double click or drag and drop the theme to apply it on current page.
- You can apply same theme on all the pages of the Book.
- To apply same theme on all the pages of the Book, select the desired theme and then click on ‘Apply to all pages’ button. You will see that the selected theme has been applied on all the pages of the Book.
- You can get more or import themes and can also save and build your own themes from ‘Theme’ tab. (refer section Customize your Theme)
- With the ‘Layout’ tab, you can change the layout of the Book page.
- In ‘Layout’ tab, you will find various options to apply the layouts.



'Design Book' window – 'Layout' tab

- You can filter the layouts from icon. You will find various options to filter layouts.
- You can double click or drag and drop the layout to apply it on current page.
- You can apply same layout on all the pages of the Book.
- To apply same layout on all the pages of the Book, select the desired layout and then click on 'Apply to all pages' button. You will see that the selected layout has been applied on all the pages of the Book.
- You can get more or import layouts and can also save and build your own layouts from 'Layout' tab. (refer section Customize your Layout)
- 'Color Correction' tab helps you to color correct photos instantly. The instant color correction feature helps you to color correct photos according to the background.
- You can color correct multiple photos at a time. Select the photos you wish to color correct.



'Design Book' window - 'Color Correction' tab

- From 'Brightness, Contrast and Gamma' sliders①, you can adjust the brightness, contrast and gamma of the photos.
- To adjust the red, green and blue value of the photos, use the 'Red, Green and Blue' sliders②.

- From ‘Reset all’ button③, you can reset all the color corrections in single click.

5.2. Manual Book Creation

- **My Book:** Let's you design the book in your own style. You have full control over the book designing. Design each and every page manually using ready layouts and creative decors. Even you can import your personal decors, background, photos, clip art to design the photo book. After selecting this book type you will be redirected to 'Design Book' window with blank canvas area to design the book just the way you want.

- Let's see the process of making of this book.

- After selecting category, size and the book type (If the 'Select Book Type' window appears). You will be redirected to the 'Design Book' window.

- Design each page of book according to your choice.

- Use different tabs available in the 'Design Book' window to decorate the book page.

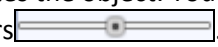
- Let's start from the tool bar.

The Tool Bar

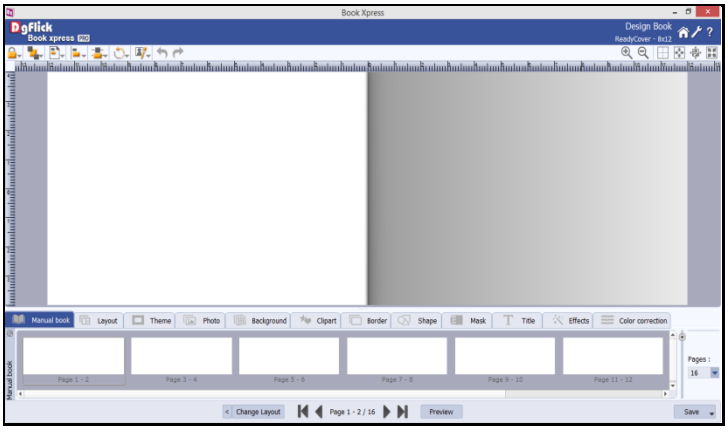
The tool bar at the top of the screen has a variety of options that makes Book Xpress user friendly and easy to work with. These options are explained below.

Table The Tool Bar

Icon	Use
<Lock/unlock objects>	Can be used to lock or unlock the photos as per the requirement.
<Arrange objects>	The four options in this tool – Send to Back, Send Backward, Bring to Front, Bring Forward – help in moving objects forward and backward depending on the page layout. Click on the object and then choose the option required to move the photo accordingly.
<Page based alignment>	This option can be used to move the object around with respect to the page. Click on the object and then select the option on the bar to apply the changes.
<Object based alignment>	This option can be used to move the object around with respect to the other objects on the page. Click on the object and then select the option on the bar to apply the changes.

<Equal spacing>	Helps to equalize the horizontal and vertical spacing between objects. Select the object for which you wish to equalize spacing. Click on the tool and select either 'Vertical' or 'Horizontal' as per your choice.
<Rotate object>	Rotates the object. You can rotate the object with or without frame with sliders  . You could also rotate it by 90 or 270 degrees and flip them vertically or horizontally .
<Edit photo>	Helps you to use enhance the photos.
<Undo>	To reset the change you made to the page.
<Redo>	To redo a change you made to the page.
<Show/hide margins>	Shows/hides the margins on the page.
<Zoom in>	For zooming the page in.
<Zoom out>	For zooming the page out.
<Fit to screen>	Adjusts the page size such that the page fits the screen.
<Actual Size>	Shows the actual size of the page.
<Full size>	View page in full size.

- 'Design Book' window appears on the screen with blank pages.



'Design Book' window – Blank page

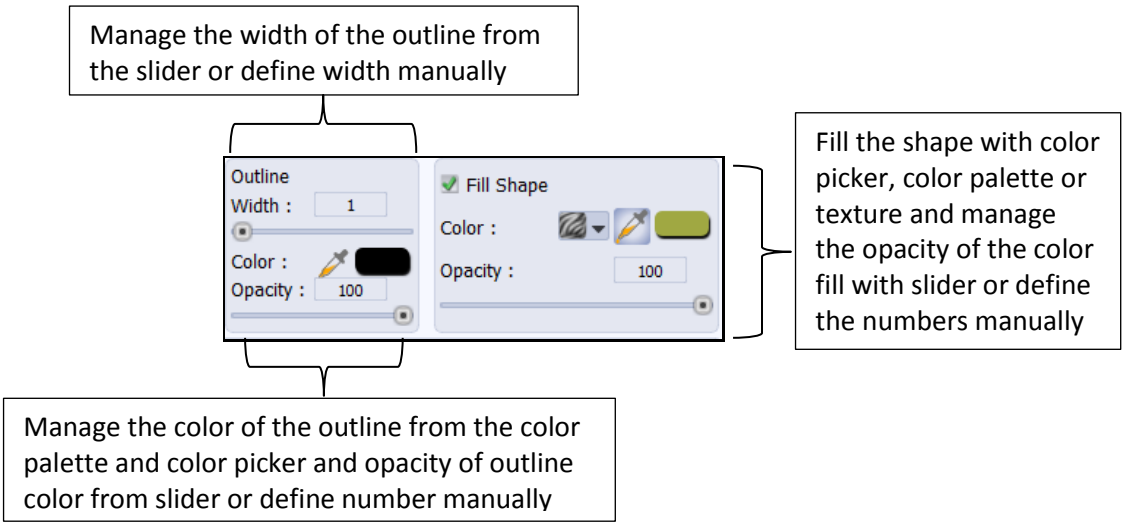
- If you are designing book in spread or spread split style, spread page will appear on the screen.
- There are two types of pages. One is active page and another is inactive page.
- You can transform the inactive page into active one by clicking on it. At a time, only one page can stay active.

- By default, the objects inserted by you appear on active page.
- You could use a photo of your choice as the background for the Book page. To do this, click on the 'Photo' tab to view the photos. Select the photo and click on 'Set as Background'① at the top and then double click on the photo. The photo now serves as a background to the page.

A photo as the background

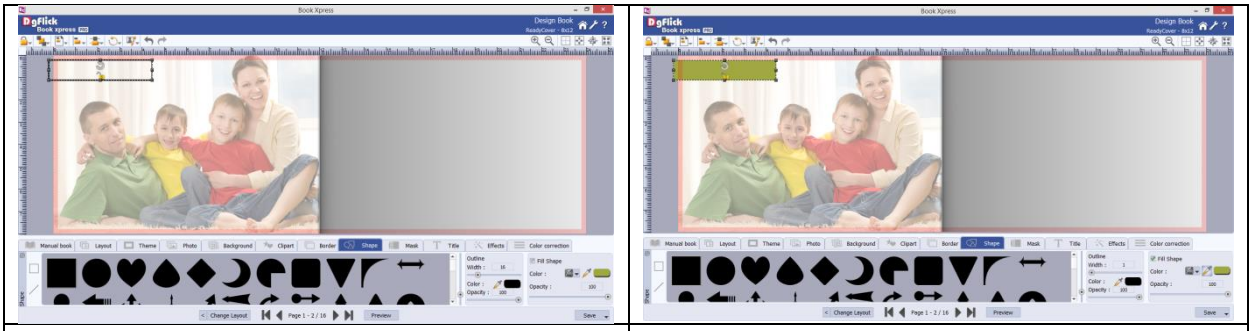
Shape

- Click on 'Shape' tab on the option bar to select a shape you would like to add to decorate the page.
- Double click on the shape or drag and drop onto the canvas.
- You can align and resize the shape or rotate it using icon on the shape.
- To customize the shape according to your taste, use the 'Custom' panel available at the right side of the tab.


Manage the width of the outline from the slider or define width manually
Outline
Width :
1
Color :
Opacity :
100
Fill Shape
Color :
Opacity :
100
Fill the shape with color picker, color palette or texture and manage the opacity of the color fill with slider or define the numbers manually
Manage the color of the outline from the color palette and color picker and opacity of outline color from slider or define number manually

Shape customizing options

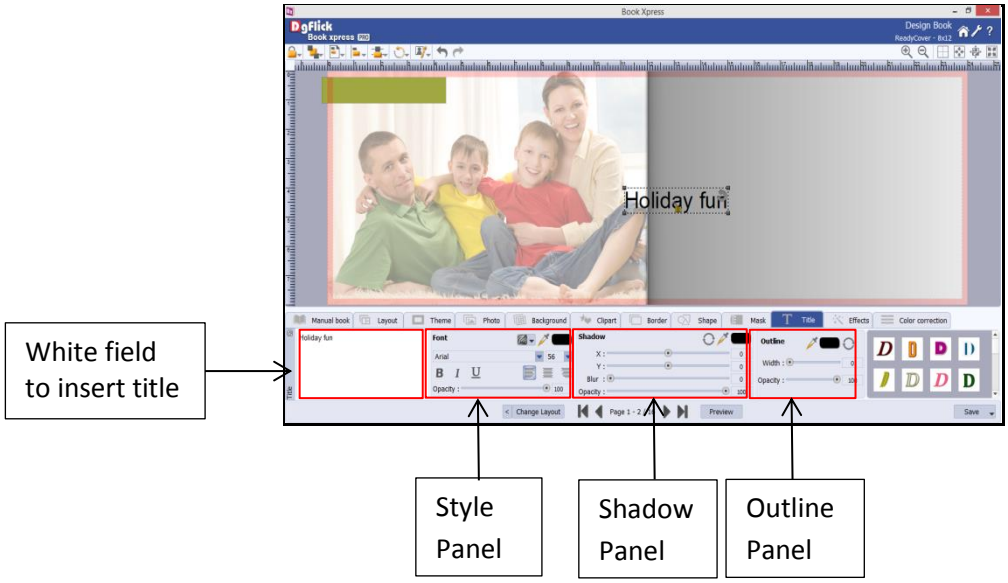
- Same way you can add multiple shapes according to your design.



(a) (b)

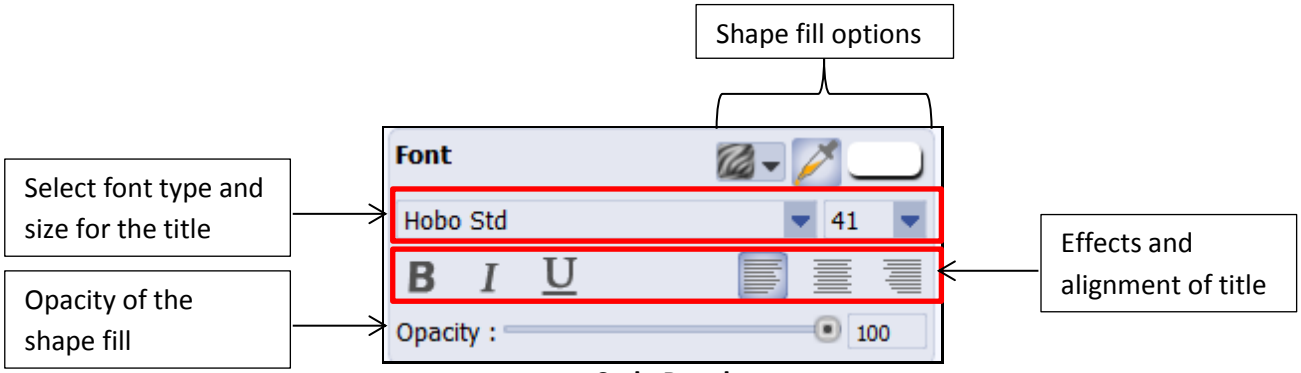
(a) Shape added from the 'Shape' tab; (b) Shape customized with the 'Customize' option

- You can insert titles from the 'Title' tab.
- Click on the 'Title' tab to add or amend a title for the photo.
- You can do several creative things with title. Let's have a look.
- First, use the white space to insert the title on the page.



Inserting the title

- Align the title with reference to the shape.
- There are three panels in the window.
  - Style Panel: This panel allows you to set the style of the title.

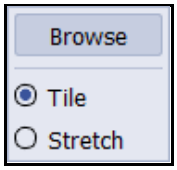


Style Panel

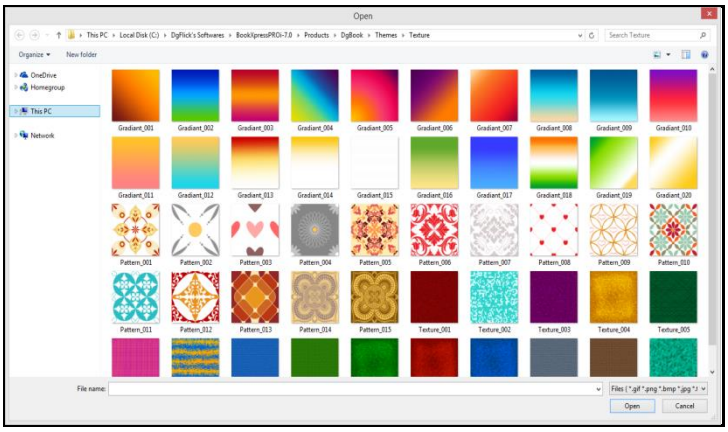
- Set the font type and size from Style Panel.
- You can also apply the effects like bold, italic and underline from the Style Panel. The alignment of the title can also be managed.
- The shape can be filled with solid color or any texture. Let's fill the title with solid color.
- Use the color picker or color palette to select the color for the title.

Font type, size and color changed

- If you want to fill title with any texture, 'Title' tab helps you with the texture tools.
- Click on the 'Texture' icon . You will see 'Browse' option.

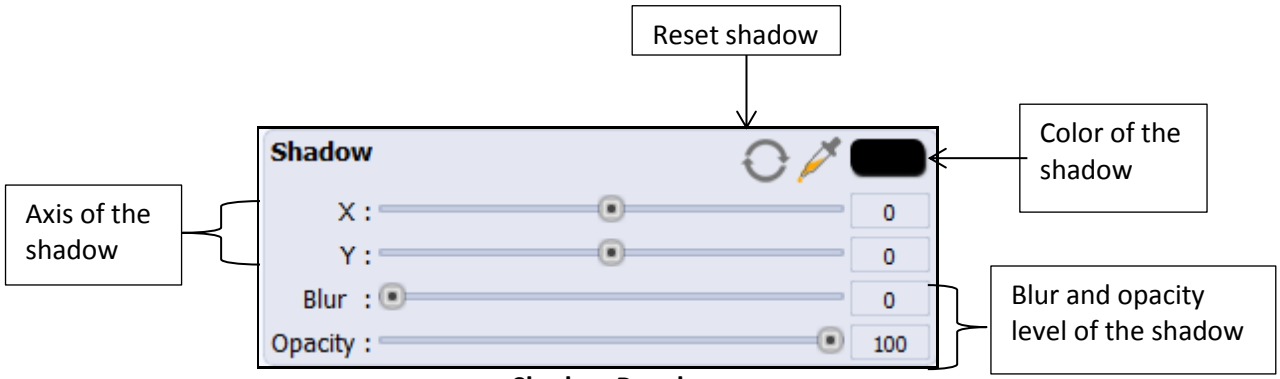


- Once you click on the option, you will be redirected to a window where you can select the image you want to insert as texture.
- DgFlick provides you 50 ready textures.



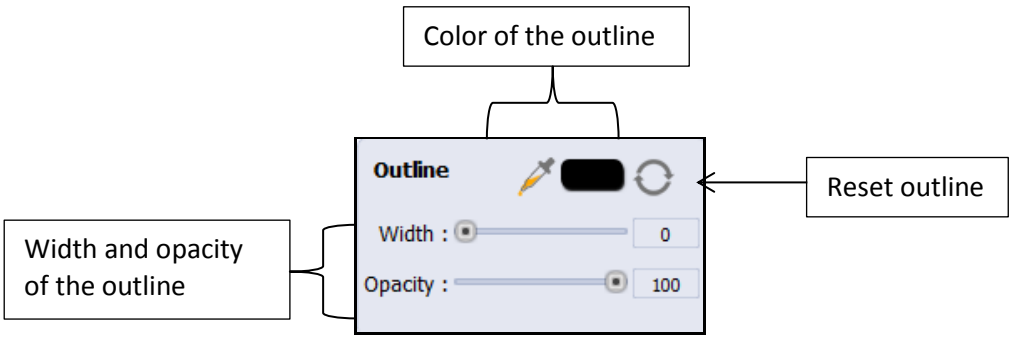
Ready textures by DgFlick

- You may browse and use your own textures as well.
- Select the texture image and click on ‘Open’ option.
- The texture will appear in the title. You may set the texture in the ‘Tile’ and ‘Stretch’ style. These options get visible after you click on 'Texture' icon.
- You can manage the opacity of the shape fill from the opacity slider. You can also insert the values manually.
- Shadow Panel: you can give shadow effect to the title from this panel. There are various tools in the panel to customize the shadow effect.



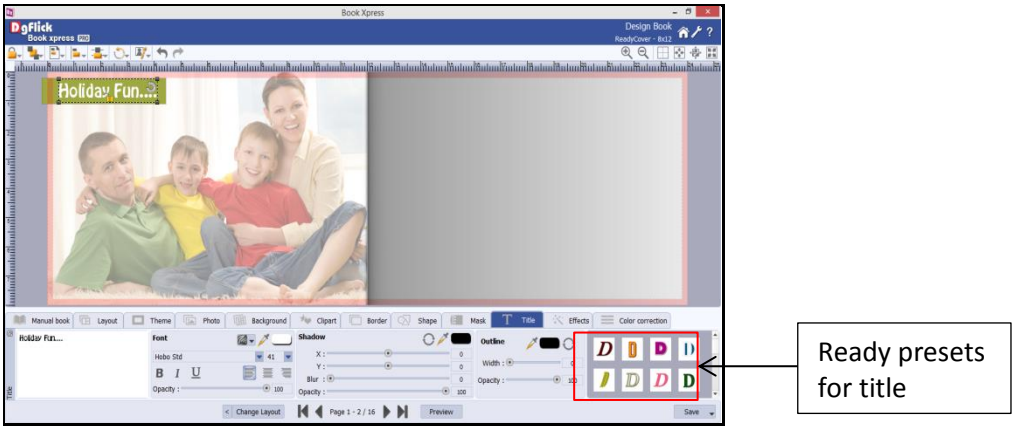
Shadow Panel

- Use the color picker or color palette to select the color for the shadow.
- Axis of the shadow can be manipulated. You have got X and Y sliders to manage axis. You can either use the sliders or enter the values manually.
- The blur and opacity level of the shadow can be manipulated from the respective slider.
- Reset the shadow with ‘Reset’ icon .
- Outline Panel: Title can be given an outline with desired effect.



Outline Panel

- The color of the outline can be selected via color picker or color palette.
- Width and opacity of the outline is customizable and can be managed with either sliders or value box.



Ready presets of the title

- The outline can be reset with the help of 'Reset' icon

❖ In the same way, multiple titles can be added and placed at the desired place.

❖ Add photos from the 'Photo' tab and place them on the page in the size you want.

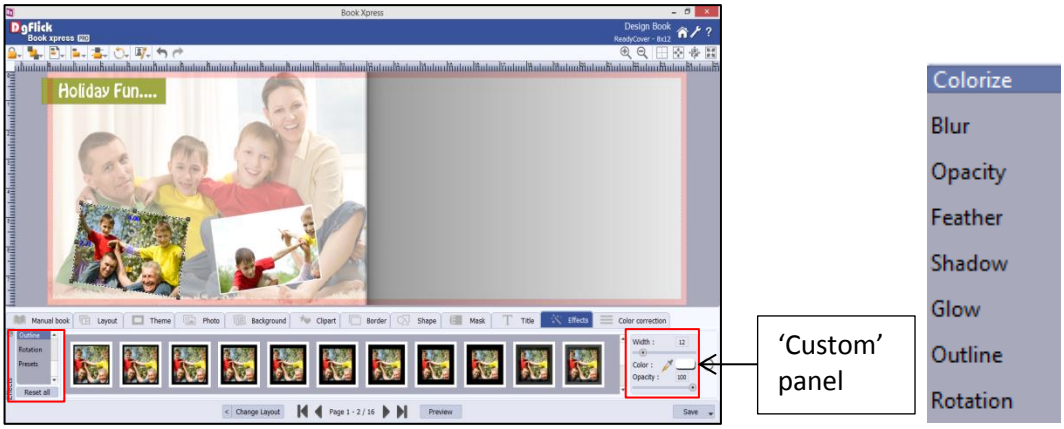
Photos added

❖ You may rotate the photos as per your requirement from 'Rotate Objects' tab.

Photos rotated

Effects

- To apply effects to the Book pages; click on 'Effects' tab on the option bar.
- There are 8 different options under this category. They are: Colorize, Blur, Opacity, Feather, Shadow, Glow, Outline, Rotation, and Presets . Apply the desired effect on the photo.
  - **Colorize:** Click on the photo to be modified and then click on the colorize preset to apply the effect to the photo. To manually make changes or customize, use the 'Custom' panel available at the right side of the tab and change the color, opacity and level using 'Color Picker' and sliders. Reset the effect with 'Reset' option.
  - **Blur:** You could give a blurred appearance to some photos to make the page visually more appealing. Click on the photo you need to blur and then select the preset of your choice under this option. Use the 'Custom' panel available at the right side of the tab and increase or decrease the level or blurriness using the slider.



'Design Book' window - Applying Outline Effect to the photo **Available effects**

  - **Opacity:** Add opacity to the photos by selecting the presets available under this option. You could also manually choose the level of opacity from the 'Custom' panel available at the right side of the tab.
  - **Feather:** Apply the feather effect to the photos by clicking on the photo and then selecting the preset of your choice. Use the 'Custom' panel available at the right side of the tab to manually change the values of the feather using the slider.

- **Shadow:** To apply the shadow effect to the photos, click on 'Shadow' and then choose from the available presets. Use the 'Custom' panel available at the right side of the tab and to apply the shadow by doing settings manually.

- **Glow:** Apply the required presets under the 'Glow' option by clicking on the photo and then clicking on the preset. Use the 'Custom' panel available at the right side of the tab for changing your blur, color and opacity values.

- **Outline:** Select the photo and click on the preset of your choice to apply the outline. To customize the outline, Use the 'Custom' panel available at the right side of the tab and create the outline of your choice by filling in the values in these fields.

- **Rotation:** The photos on the Book page can be rotated using the predefined presets under the 'Rotation' option. Use the 'Custom' panel available at the right side of the tab to change the values for the x, y and z axis and give the photo a 3-D effect. You could also flip the photo horizontally and vertically by using and , respectively.

❖ Change the active page by clicking on it.

Another page activated

Background

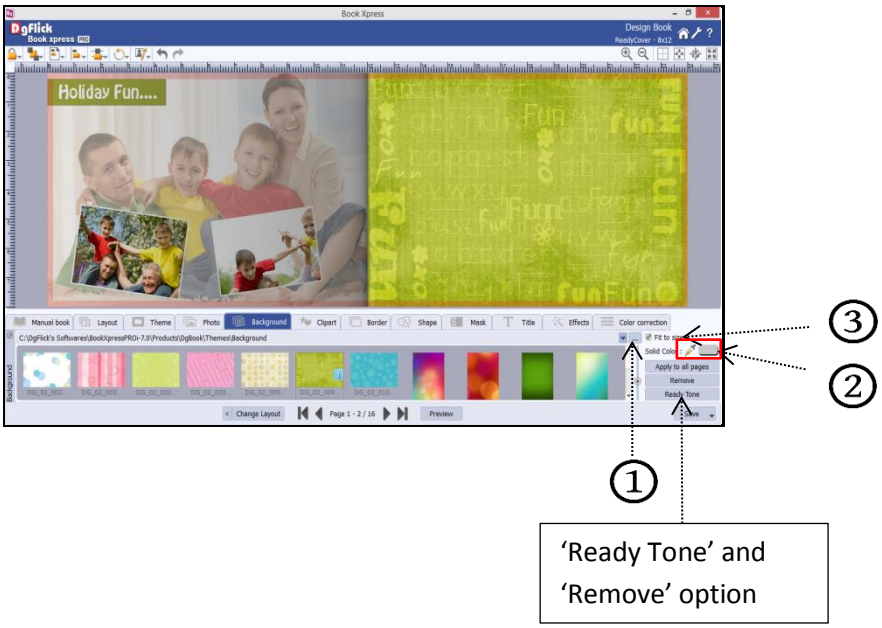
❖ You can also design the page by adding backgrounds and photos.

❖ Click on the 'Background' tab on the option bar to select the background for the Book or to fill it with any solid color.

❖ Besides the in-built backgrounds, you could access and select backgrounds that you have saved elsewhere by clicking on the 'Browse' button①. The last 15 paths used can be viewed.

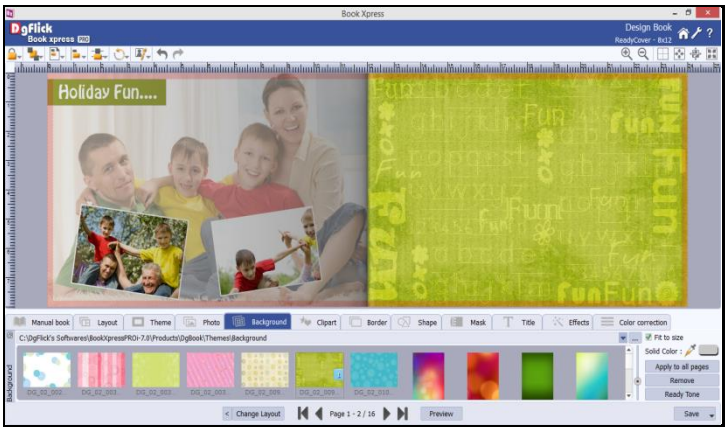
❖ If you select the folder of background having sub folders, the sub folders will appear in the place of categories. In this way, you can access multiple folders easily.

❖ To use a background, double click on it or drag and drop it on the canvas from the option bar.



The page with the 'Background' tab

- Uncheck the 'Fit to size' check box ③ on the Background tab to expand the background on the page.
- To fill the canvas with one single solid color, click on 'Color Picker' ② and place it on the color you wish to use as background for the Book. The whole page now gets a background of that color.



Applying the background on the right page

- Click on the 'Ready Tone' button on the Background tab to select from a range of 18 ready tones available for each background.
- To change the tone, double click on the chosen tone.
- You can remove the background with the 'Remove' button.
- To apply the same background on all the pages, select the 'Apply to all pages' option.
- Click on the 'Photo' tab on the 'Design Book' window to access the photos of your choice.
- You could browse photos and even access the last 15 paths you have used.

'Design Book' window – 'Photo' tab

- Sort the photos by clicking on 'Sort By' button Ⓐ.
- Filter the photos by their used status from 'Filter' option.
- To use a photo, either double click on it or drag and drop it on the canvas.
- To insert multiple photos at a time, keep the control key pressed and keep on selecting the photos you want to insert.

Multiple photos selected to insert

- Use the 'Add Photos' button to insert all the photos at once.

Multiple photos inserted

❖ Resize and place the photo at the desired place by dragging it.

Photo resized and placed

Zooming In/Out

❖ While working on the Book you can focus attention on a specific area of the page by zooming in or take a look at the 'larger picture' by zooming out. You can use a combination of these options to obtain the desired level of accuracy on the page.

❖ Click on the photo you want to work on and then use the scroll wheel of the mouse to zoom in or zoom out as per your requirement.

Panning

❖ Panning lets you view specific areas of the photo by moving the photo up or down and sideways in the canvas area. This gives access to the areas that would otherwise remain obscure given the size of the photo.

❖ Place the cursor over , which then changes to or the 'hand symbol'. Now use your mouse to take hold of the photo and move it around to get to the area you wish to work on.

Swapping Photos

❖ Many a times you need to swap photos on a page as you go along. However, the borders if applied to the photos are not swapped.

Select the photos you wish to swap by keeping the ctrl key pressed. When both the photos are selected, the 'Swap' icon appears . Click on the icon to swap the photos.

Border

❖ Click on 'Border' tab on the 'Design Book' window to select the border that you want for the photo.

❖ You can view different categories of border according to their style. You get borders of Creative, Ornamental, Simple and Traditional style.

❖ You could browse and select a border of your choice from the path in which you have saved it.

❖ If you select the folder of borders having sub folders, the sub folders will appear in the place of styles. In this way, you can access multiple folders easily.

The border applied to the photo

❖ Double click on the border or drag and drop the border on the photo to apply.

❖ You could change the color of the border to better suit the photo by clicking on the 'Ready Tone' button. There are 18 ready tones available for use.

❖ Choose the ready tone you want and double click on it to apply it to the photo border.

❖ Remove the border with 'Remove' option.

❖ You can transform these borders freely on the page.

! Additional icons on the 'Design Book' – Border tab:

- 'Flip Vertical'①: To flip the border vertical.
- 'Flip Horizontal'①: To flip the border horizontally.
- 'Rotate CW90'①: To rotate the border 90 degrees.
- 'Rotate CW180'①: To rotate the border 180 degrees.
- 'Rotate CW270'①: To rotate the border 270 degrees.

Rotating Photos

❖ Rotating photos in a Book keeping the creative design in mind adds to the overall presentation of the pages. Book Xpress gives you the option of either rotating the photo within the frame or rotating the whole picture along with the frame.

❖ To rotate the photo within the frame: keep your cursor on the rotate icon that is seen when you select a photo. Once the 'hand' symbol appears use the mouse to rotate it in the direction of your choice.

❖ To rotate the photo along with the frame: 'Unlock' the photo by clicking on . Now keep your cursor on and use the mouse to rotate the photo with the frame when the 'hand' appears.

(a) (b)

Rotating: (a) the photo in the frame; (b) the photo with the frame

Right Clicking

❖ While working on Book Xpress, you could use the right click button to get several options right then and there.

❖ Right clicking outside photos: As seen in image, right clicking outside photos lets you access the following options directly:

- The 'Effects' option- Give effects like Colorize, Blur, Opacity, Feather, Shadow Glow, Outline and Rotation.
- The 'Flip' option to flip the page either vertically or horizontally.

❖ Right clicking on the photos: Using right click after selecting a photo lets you access the following options directly:

- Cut, copy, paste (in case an element has been copied) and delete.
- The 'Effects' option- Give effects like Colorize, Blur, Opacity, Feather, Shadow, Glow, Outline, Outline and Rotation and copy, paste and clear effect.
- Arrange objects- Send to Back, Send Backward, Bring to Front and Bring Forward.
- Align to page- Top Left, Top Center and so on.
- The 'Flip' option to flip the page either vertically or horizontally.
- The 'Find' option to find the source of the object.

Right clicking on the photos

Effect copied and pasted on other photo

Mask

- Click the 'Mask' tab on the option bar to select the mask of your choice.
- Select the photo to which you want to apply the mask and double click on the mask or drag and drop the mask on the photo to apply it. You could even access the previous 15 paths③.

'Design Book' window – 'Mask' tab

- You can transform these masks freely on the page.

! Additional Icons on 'Mask' tab

- 'Rotate CW90'②: To rotate the mask 90 degrees.
- 'Rotate CW180'②: To rotate the mask 180 degrees.
- 'Rotate CW270'②: To rotate the mask 270 degrees.
- 'Flip Vertical'①: To flip the mask vertical.

- ‘Flip Horizontal’ ①: To flip the mask horizontally.

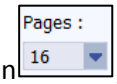
Clipart

- Click on the ‘Clipart’ tab on the option bar for a listing on the available clip-arts. You get cliparts of different categories.
- Double click on the clip-art of your choice or drag and drop it onto the canvas to use it on the page.
- You could even use your own clip-arts by accessing them using ..., where the last 15 paths accessed are available.
- Click on ‘Ready Tone’ button Ⓐ to access the ready tones for the clip-arts. There are 18 ready tones available for each clipart and you could use the color of your choice depending on your page setup by double clicking on the ready tone.

‘Design Book’ window -Clipart added with ready tone options

- In the same way, you can add cliparts on the page and manage their place.

My Book

- As you design one page after the other, you can view the Book page wise on My Book tab.
- You can alter the number of pages in the Book by clicking on 

, where you have the choice of adding or reducing book pages.
- When you choose to reduce the number of pages, a textbox for confirmation of deletion of pages from the end appears.
- Clicking on ‘Yes’ will let you proceed as desired.
- In this way, the Book is ready to save and Export. (Refer section Saving and Exporting)

5.3. Manage the Photos

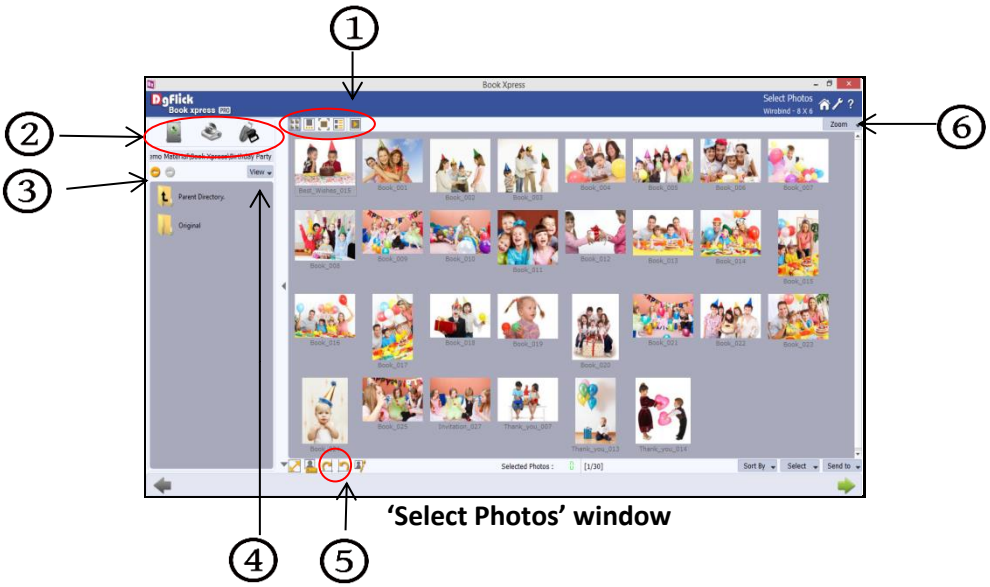
In this section, we will learn how to manage the photos.

On the 'Select Photos' window select the photos of which you want to create the Book.

- On the 'Select Photos' window, you have the option of selecting the photos from ②the

  Hard disk CD/DVD USB

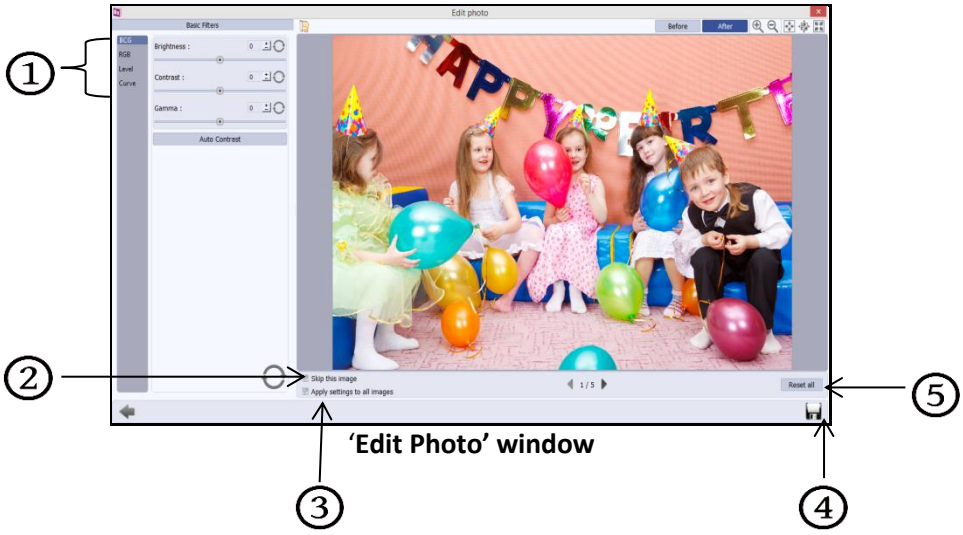
- Select any of the media where the photos have been saved.



'Select Photos' window

- Go forward or backward from here③.
- View your folders in list or icon style from here④.
- This button ⑥ on the top right corner of the window to zoom in/out the photos.
- The top option bar ①helps you to view the photos in different ways
  - Thumbnail style.
  - Filmstrip view.
  - Navigate the photos from and .
  - To get a full view of the photo.
  - Get the photos list wise.
  - Starts the slide show
- Select the photos to be rotated. Here you can rotate the multiple photos.

- Select ‘Rotate Clockwise’ or ‘Rotate Counterclockwise’ icons ⑤ to rotate the photos.
- ‘Edit Photo’ button* at the lower option bar helps you to edit multiple photos at a time.
- On the ‘Edit Photo’ window, access color correction options ① like ‘BCG’ is to adjust the brightness, contrast and gamma; ‘RGB’ is to adjust the color tones, ‘Level’ is to adjust the input and output levels of the photo; and ‘Curve’ is to adjust the RGB color.

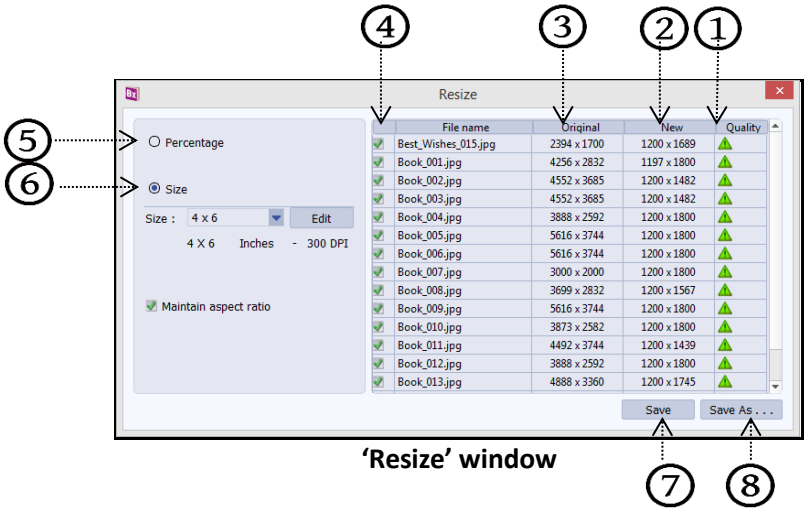


‘Edit Photo’ window

- If you do not wish to apply the changes on the current photo, click on ‘Skip This Image’ ②.
- To apply changes to all the selected photos, click on ‘Apply settings to all images’ ③.
- Click on ‘Reset all’ button ⑤ to reset all the changes done.
- Click on ‘Save’ ④ to save all the changes made.
- Clicking on Save will create a folder for original image and will save the changes made on the copy of the image, without affecting the original image.

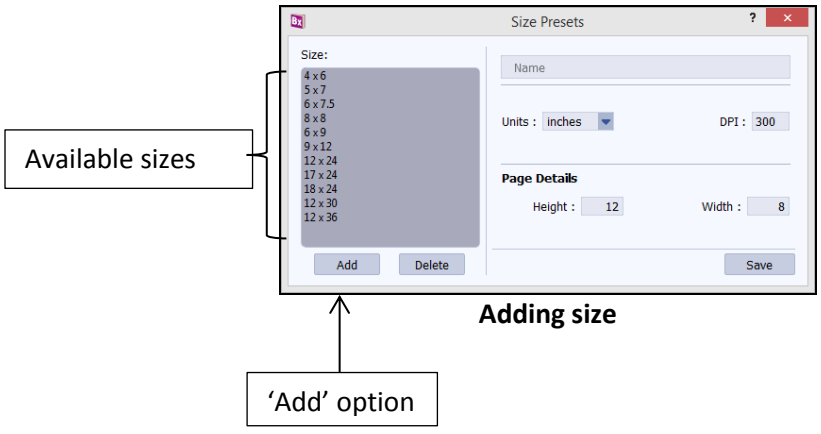
Note: *Features marked with * marks are only for PRO version users.*

- Select ‘Resize’ option to change the size of the photos.
- A ‘Resize’ window will open on the screen.



'Resize' window

- Check the green checkbox ④ of the images to be resized.
- If you do not want to resize any selected image, uncheck the checkbox.
- Select the desired percentage from 'Percentage' ⑤ tab if you want to resize the images percentage wise.
- From the 'Original' ③ and 'New' ② tab you can see the changes applied. The 'Quality' tab ① indicates the quality of the images. The quality of images used here must be good to ensure clarity in the final product.
- Book Xpress has an in-built 'Quality Indicator', which warns you whenever the images quality goes below the required standards.
- Go to 'Size' ⑥ tab if you want to resize the images size wise.
- In the drop down menu, you will see various available sizes. Select any existing size in which you want to resize photos.
- If you want to resize in any new size, click on 'Edit' option. A window will appear.
- Here a Photo size is been added to make you familiar with the process.

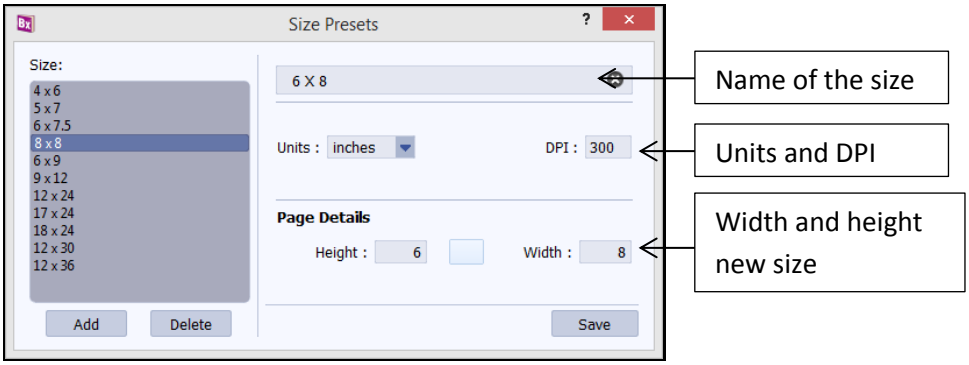


Adding size

- To edit any of the available sizes, click on the desired size. The selected size will appear in the window.

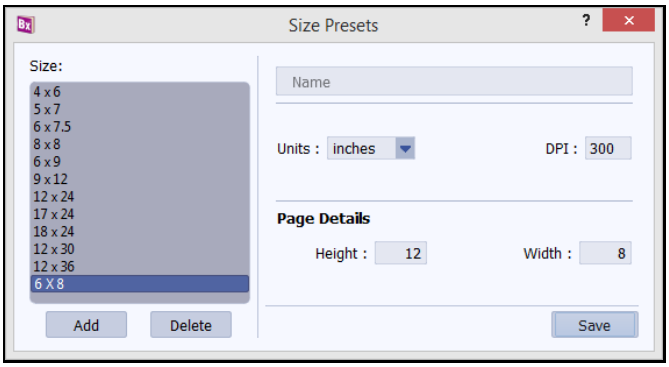
Editing available size

- Edit the desired parameters and save the changes with 'Save' button.
- You can add new size by clicking on 'Add' option located below available size list.
- Define the name for the new size in the 'Name' textbox.



Adding new size

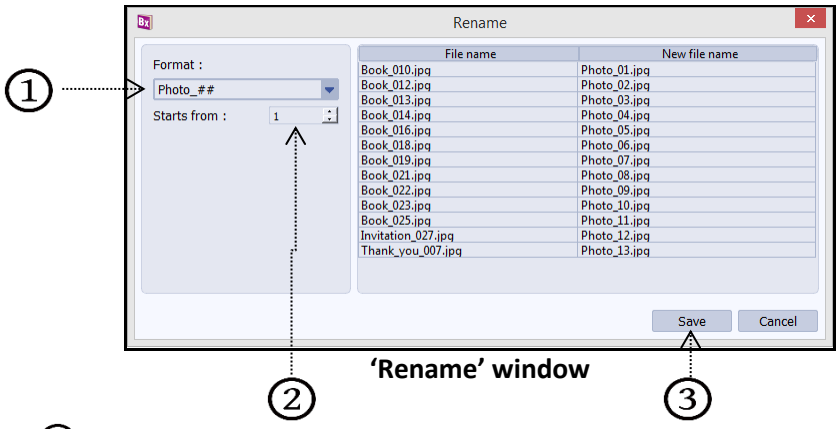
- Define the units and DPI for the new size from 'Units' and 'DPI' option.
- You need to define the width and height of the new size in the 'Width' and 'Height' textbox.
- Save the size with 'Save' button. Once you save the size, it will be added to the size list.



New size saved

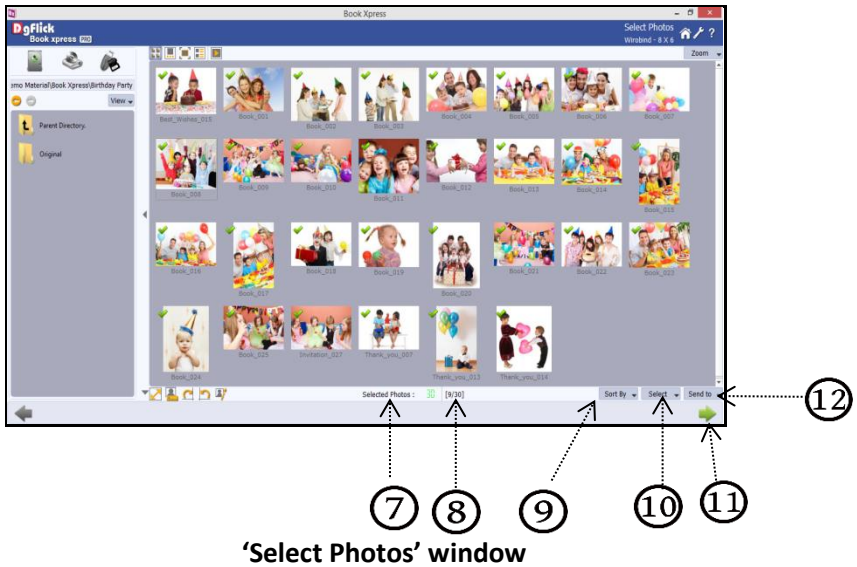
- In this way, you can add new sizes. Add more sizes by clicking on 'Add' option.
- Once you finish adding sizes, close the window.
- From the drop down menu, select the size for the resizing.

- If you want to maintain aspect ratio while resizing, check the 'Maintain Aspect Ratio' checkbox.
- After resizing the images click on 'Save' ⑦ to overwrite the changes over the existing images.
- Clicking on 'Save as' ⑧ will save the changes done on the images with a different name.
- Select the 'Rename' option to rename the photos.
- Manually change the photo name format from format ① option.
  OR
- From 'Starts From' option ② you can change the count of the photos.



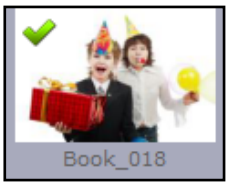
'Rename' window

- Click on 'Save' ③ to save the changes made.
- 'Selected Photos' ⑦ shows number of photos selected.
- ⑧ Here it indicates the position of highlighted photo.
- Sort the photos in various ways from 'Sort By' button ⑨.



'Select Photos' window

- Select individual, multiple or all photos or deselect selected photos with this ‘Select’ button⑩.
- Send the edited photos to any hard disk folder from ‘Send to’ option⑫.
- Select the required photos; the selected ones have the green tick mark on the top left corner of the photo.

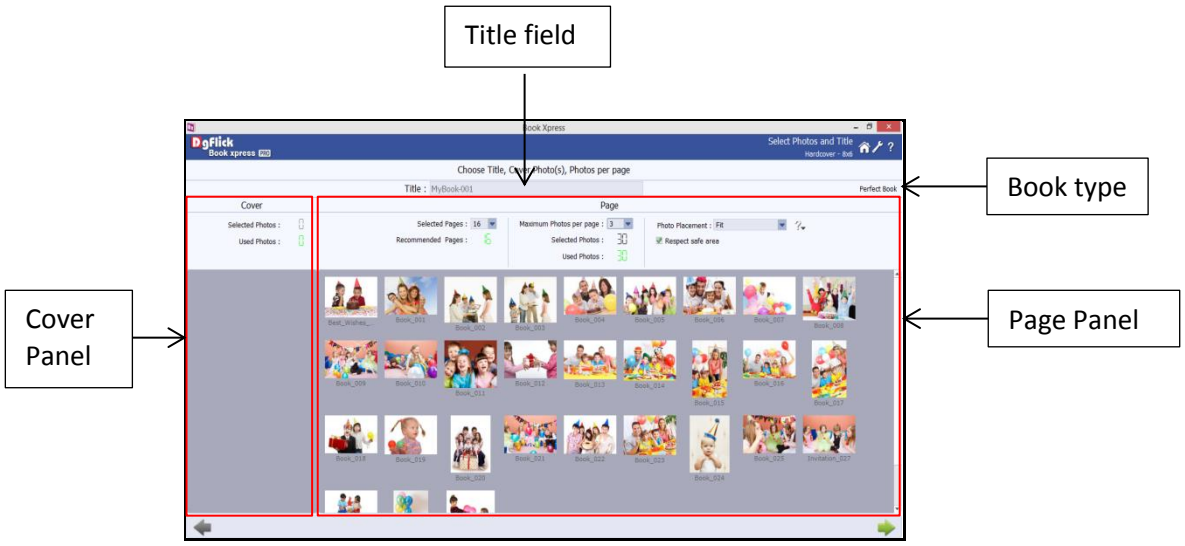


Note: *Features marked with * marks are only for PRO version users.*

- After you select photos for cover and pages, click on the ‘Next’ button⑪.
- You will be redirected to the ‘Select Photos and Title’ windowwhere you can confirm the photos and generate the book.

5.4. Confirm the Photos

- ‘Select Photos and Title’ window allows you to select the photos for cover, set the required number of pages, photos per page and much more.
- You will see a ‘Select Photos and Title’ window showing information about selected photos and pages.



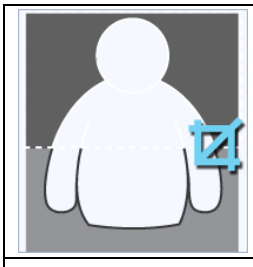
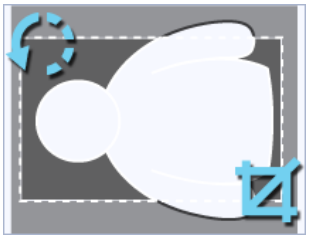
‘Select Photos and Title’ window

- The name on the right top corner of the window shows the book type selected. Here it is showing ‘Perfect Book’.
- If you want to add any title on the cover and the spine of the book, you get a Title field at the center top of the window. Type the title in the field and it will automatically be inserted.
- Left side of ‘Select Photos and Title’ window is showing details about selected and used photos for cover page. Cover panel appears only if you have selected book with cover.
- Let’s select photos for the cover of the book. The photos selected by you in the 'Select Photos' window are displayed in the Page Panel.
- Drag the photo from the Page Panel and drop it in Cover Panel to set it on cover page. The photo will appear in the Cover Panel.

Photo dropped in the Cover Panel

- In this way, you can select the photos for the cover of the book.
- If you want to delete any photo selected for the cover of the book, just select the photo by clicking on it.
- Selected photo will have a highlighter on it.

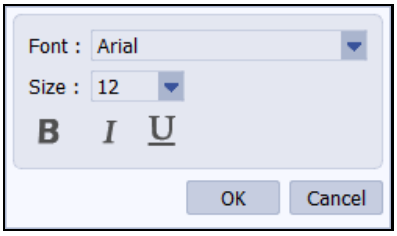
- Now hit the 'Delete' button on your keyboard to remove the photo from the cover panel.
- Though you drag and drop the photo from the Page Panel to Cover Panel, the photo still appears in Page Panel. It means the photo will be placed on the book cover and on the book pages too.
- If you want to set photo only on the cover of the book and not on the inner pages of the book, then after dragging and dropping the photo in the Cover Panel, delete the photo from the Page Panel by selecting it and pressing 'Delete' button on your keyboard.
- Right side is showing the selected photos, used photos and the required pages for the Book. Set Maximum photos per page. Change the selected pages according to the pages recommended.
- 'Photo Placement' option allows you to set the placement style of the photos on the pages of the book. You get four different options here for placement. You can either crop the selected photos, or rotate and crop the photos, or fit the photos or just rotate and fit the selected photos.
- The arrangement of the selection of the photo placement can be seen by clicking on , which gives you an idea of the photo placement.

			
Crop	Rotate and Crop	Fit	Rotate and Fit

Different Photo Placement positions

- Check the ‘Respect safe area’ if you want to maintain safe margins around the page.

- If you have select Catalogue Book type, you get an additional ‘Font’ option in the 'Select Photos and Title' window. By clicking on this option, you can set the font type, size and style for the file names that appears below the photo.



- Once you do the required font settings, click on OK to confirm the changes.

- After selecting the photos and setting its arrangement click on ‘Next’ button to go to ‘Design Book’ window, where you can preview the book ready with the selected parameters. If you want to make any changes, click on the ‘Edit’ option and make any changes with the help of various tabs available.

6.0. Nuts and Bolts – Themes, Layouts and Decors

This section deals with various available features of template and guides you on how to get more, import as well as Save, Build and delete templates and themes.

6.1. Software Themes, Layouts & Decors

6.2. Customize your Themes

6.2.1. Get more & Import
*6.2.2. Save & Build **
*6.2.3. Delete **

6.3. Customize your Layouts

6.3.1. Get more & Import
*6.3.2. Save & Build **
*6.3.3. Delete **

6.1. Software Themes, Layouts and Decors

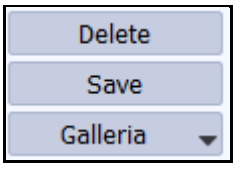
Book Xpress has varieties of inbuilt layouts, Themes and decor options, which offer a wide range of choices in designing Books. The features are listed here:

- Book Xpress has more than 2,000 layouts, which can be accessed by clicking on the 'Layout' tab on the option bar. Moreover, these layouts come along with the software pack.
- You can design each page of the Book in a unique manner by applying layouts and themes to the right and left pages. The layouts and themes can be dragged and dropped on to the pages of the Book and this gives you unlimited possibilities in page design.
- Book Xpress also has a huge collection of decor options for Book designing. These include a variety of backgrounds, cliparts, frames, masks and shapes that help you to present the Book pages in a more artistic and eye-catching manner.
- Besides the inbuilt decor option, Book Xpress also allows you to use your own backgrounds, borders, cliparts and masks. Any PNG and JPG file can be used as a clipart or as a background and masks or borders can be used directly on the Book pages.
- Backgrounds, borders and cliparts are made available by a single click of the mouse. Besides, 18 ready-to-use color tones are available for each of these elements and you can change the color of your elements to match the page color. This option is available even for your imported decor.
- The versatility of Book Xpress enables you to create and save your own layouts and themes for future use. Existing layouts and themes can be modified and saved as new layouts and themes or new layouts and themes can be created from scratch using your own or DgFlick's decor elements. These can be saved as layouts and themes for later use.

Note: *Functions marked with * are only for PRO version users.*

6.2. Customize your Themes

This section explains how themes can be imported, saved, built or deleted in Book Xpress. The versatility of Book Xpress lies in the fact that it gives you a wide range of ready-to-use themes to choose from besides letting you create or modify themes according to your choice. Moreover, themes can be imported from other locations and built.



! Save, Build and Delete options are available in the PRO version.

6.2.1. Get more & Import

Get More

- DgFlick adds new theme collection on the website. You can add these themes to your software.
- On ‘Design Book’ window, go to 'Theme' tab. Click on ‘Galleria’ and select ‘Get More’ option to access more themes from the DgFlick website.
- You are now routed to www.dgflick.com from where you can download the themes of your choice and proceed to creating the Book.

Import

- Book Xpress software provides you the facility to use your own created or downloaded themes in design creation.
- For that, you need to import your themes into the software.
- On ‘Design Book’ window, go to 'Theme' tab. Click on ‘Galleria’ and select ‘Import’ option to Import themes.
- Access the folder containing your themes by clicking on the ‘Browse’ button and selecting the location.
- The 15 paths accessed immediately before this instance are saved in the path list box and can be accessed by clicking on the path.

- Now select the themes from the location and click ‘OK’ to import them to the Theme tab. Now you can apply the same in the Book.

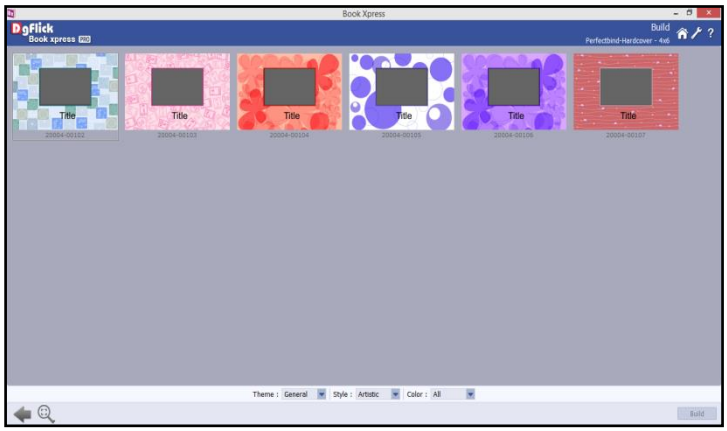
The ‘Import’ window

6.2.2. Save & Build *

- Book Xpress gives you the option of building themes of your own. This option is available only to the users of the Book Xpress PRO version.
- To start the building process, first you need to save the theme that you want to build.
- Create the theme and click on ‘Save’ in the 'Theme' tab to save the theme.
- In the textbox that appears; enter the theme information pertaining to the parameters (except the parameter according to which the theme has been filtered).
- These include Color, Theme and Style. You can also enter a name for your theme in the relevant box.

Theme information while saving your theme

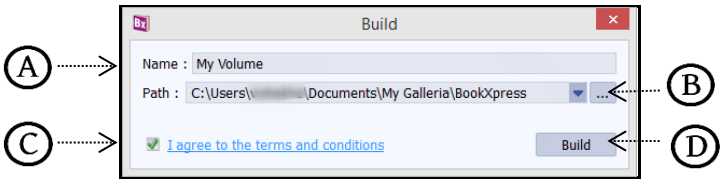
- Click on ‘Ok’ to proceed and on ‘Cancel’ to quit the process.
- To proceed with the building of your themes, click on ‘Build’ option in ‘Galleria’ menu.



Building your theme – 1

- On the ‘Build’ window, select the themes and then click on ‘Build’.

- In the text box that appears in next window, specify the name of the folder Ⓐ in which you wish to save it and the path Ⓑ where you want to place it.



Building your theme - 2

- If the path is not specified, the built volume is saved in the following path by default: My Documents\My Galleria\Book Xpress.
- Check the box Ⓒ next to 'I agree to the terms and conditions' and proceed to click on 'Build' Ⓓ.

! If you do not agree to the terms and conditions, close the textbox and quit the building process.

- One text box will appear which will inform you about successful buildup of themes. Click on the 'OK' button to continue with saving, else click on 'Open' to access the created theme.

! At any point during the process, you could click on the 'Back' button to go back to the previous Book.
***Note:** Some features are available only for the Book Xpress PRO version.*

6.2.3. Delete *

Besides building and sharing, Book Xpress also gives you the option of deleting any theme that you no longer wish to retain in your theme bank.

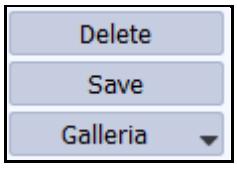
- To delete a theme, select the theme that you wish to delete.
- Click on 'Delete' in the Theme tab.
- A textbox asking for confirmation for deletion appears.
- Click on 'Yes' to proceed with the deletion, else click on 'No' to abort the process.

Deleting Theme

***Note:** Some features are available only for the Book Xpress PRO version users.*

6.3. Customize your Layouts

This section explains how layouts can be imported, saved, built or deleted in Book Xpress. The versatility of Book Xpress lies in the fact that it gives you a wide range of ready-to-use layout to choose from besides letting you create or modify layouts according to your choice. Moreover, layouts can be imported from other locations and built. This section explains how layouts can be saved, imported, built and deleted in Book Xpress.



! Save, Build and Delete options are available in the PRO version.

6.3.1. Get more & Import

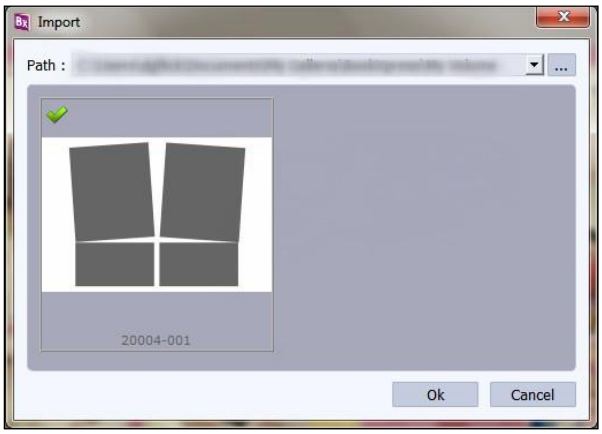
Get More

- DgFlick adds new layout collection on the website on regular basis. You can add these layouts to your software.
- On ‘Design Book’ window, go to ‘Layout’ tab. Click on ‘Galleria’ and select ‘Get More’ option to access more layouts from the DgFlick website.
- You are now routed to www.dgflick.com from where you can download the layouts of your choice and proceed to creating the Book.

Import

- Book Xpress software provides you the facility to use your own created or downloaded layouts in design creation.
- For that, you need to import your layouts into the software.
- On ‘Design Book’ window, go to 'Layout tab. Click on ‘Galleria’ and select ‘Import’ option to Import layouts.
- Access the folder containing your layouts by clicking on the ‘Browse’ button and selecting the location.
- The 15 paths accessed immediately before this instance are saved in the path list box and can be accessed by clicking on the path.

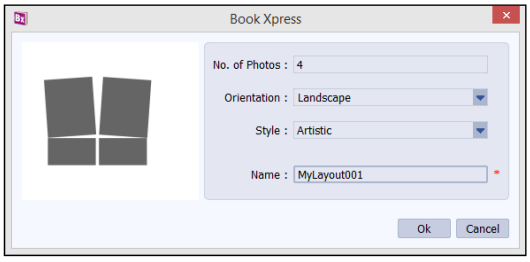
- Now select the layouts from the location and click ‘OK’ to import them to the ‘Layout’ tab. Now you can apply the same in the Book.



The ‘Import’ window

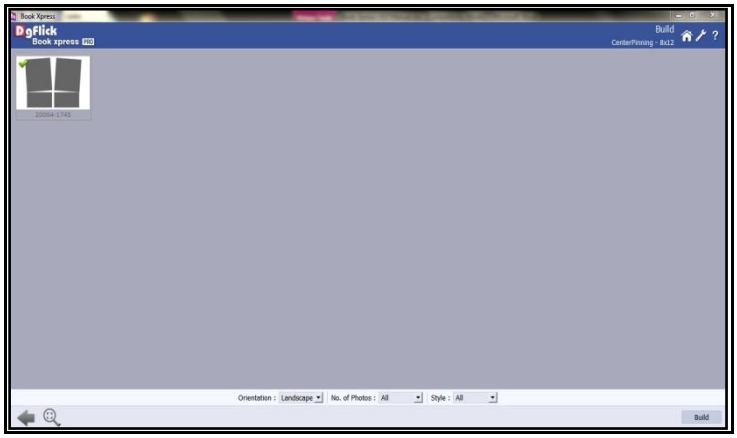
6.3.2. Save & Build *

- Book Xpress gives you the option of building layouts of your own. This option is available only to the users of the Book Xpress PRO version.
- To start with the building process, you need to first save the layout that you want to build.
- Create the layout and click on ‘Save’ at the bottom of the option bar to save the layout.
- In the textbox that appears; enter the layout information pertaining to the parameters (except the parameter according to which the layout has been filtered).
- These include: Color, Theme and Style. You can also enter a name for your layout in the relevant box.



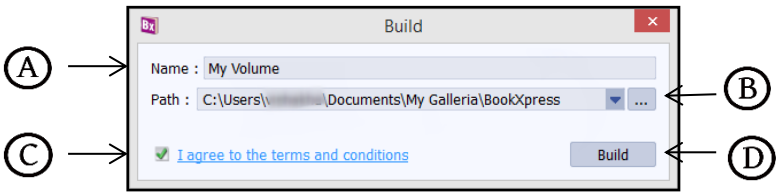
Layout information while saving your layout

- Click on ‘Ok’ to proceed and on ‘Cancel’ to quit the process.
- To proceed with the building of your layouts, click on ‘Build’ option in ‘Galleria’ menu.



Building your layout – 1

- On the 'Build' window, select the layouts and then click on 'Build'.
- In the text box that appears in next window, specify the name of the folder Ⓐ in which you wish to save it and the path Ⓑ where you want to place it.



Building your layout - 2

- If the path is not specified, the built volume is saved in the following path by default: My Documents\My Galleria\Book Xpress.
- Check the box Ⓒ next to 'I agree to the terms and conditions' and proceed to click on 'Build' Ⓓ.

! If you do not agree to the terms and conditions, close the textbox and quit the building process.

- One text box will appear which will inform you about successful buildup of layouts. Click on the 'OK' button to continue with saving, else click on 'Open' to access the created layout.

! At any point during the process, you could click on the 'Back' button to go back to the previous Book.
***Note:** Some features are available only for the Book Xpress PRO version.*

6.3.3. Delete *

Besides building and sharing, Book Xpress also gives you the option of deleting any layout that you no longer wish to retain in your layout bank.

- To delete a layout, select the layout that you wish to delete.
- Click on 'Delete' in the Layout tab.
- A textbox asking for confirmation for deletion appears.
- Click on 'Yes' to proceed with the deletion, else click on 'No' to abort the process.

Deleting Layout

***Note:** Some features are available only for the Book Xpress PRO version users.*

7.0. Building the Framework – Page Composition

In previous section we learnt how to create Book in various Book creation styles. In this section we will learn how to align and decorate Book.

7.1. Basic Page Composition

7.2. Advance Page Composition

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7.1. Basic Page Composition

While you are designing the Book, you need flexibility in operations to help you manipulate the photos to achieve the desired layout. Book Xpress gives you this flexibility and more. This section deals with the additional features in the software that helps you in page composition.

Used Photo Indicator

While designing Book you may be dealing with a large number of photos and managing them might turn out to be a cumbersome task. Book Xpress helps you sort the photos and manage them better by indicating the photos that have been used and the number of times they have been used in the Book. This helps you plan the Book with the remaining photos and avoid using the same photos multiple times without being aware that you are doing so.

Green tab on the photo: This indicates the photos used in Book on other page.

Blue tab on the photo: This indicates the photos used in Book on current page.

Number on the tab: This indicates the number of times the photo has been used in the Book.

Besides these options, photos can be filtered as 'used' and 'unused' from 'Filter' option.

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Find Photo/Decor

After you are done with a Book, if you need to return to it re-edit later on, you can find the source photographs, borders and mask by simply right clicking on the photo on the Book.
Moreover, all the photos appearing on a Book can be identified by the blue tab on them, as described earlier.

The 'Find' option for finding the source of photos, borders and masks

Use Photo as Background

Book Xpress provided you with many backgrounds with its ready tone for the photos. Even you can add your own backgrounds from your hard disk. However, in some instances, to personalize the Book, you might wish to use a photo as a background for a Book. This can be done in an instant using the software. Just select the photo you want to use as background and choose the 'Set as Background' option under the 'Photos' tab on the options bar. The photo is now set as a background.

Lock and Unlock Photos

Book Xpress generally 'locks' photo on the Book to ensure precise designing. This ensures that changes do not happen on the photos by mistake while one is working on the Book. Clicking on the 'lock' icon 'unlocks' it and now you can move it or resize it as per your wish.

Resize Photo

Within border: In the 'locked' condition, a photo can be enlarged within its frame, by zooming it and adjusting it in the frame. It can even be panned within the frame.
With border: Once the photo is 'unlocked' by clicking on the icon, the photo can be resized according to your size requirements by moving the nodes.
Ensure that the photo stays within 'printable' limits while increasing the size of the photo. Refer the 'Photo Quality Indicator'.

Swap Photos

While working on a Book, you might want to swap photos to achieve the desired effect on the Book. Book Xpress lets you do this by just a single click. Just select the photos to be swapped using the Ctrl key. Then click on to swap the photos. This is particularly useful to fit a portrait photo into a portrait frame and vice versa.

(a) (b) (c)

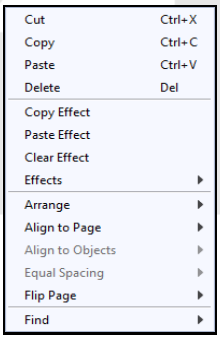
Swapping photos (a) Original photos, (b) Swapped Photos, (c) Swap Icon

Rotation of Photo

Within border: A photo can be rotated within its frame when it is in the 'locked' state. However, if a border or a mask has been applied to it, it stays in its position while the photo alone rotates within it.
With border: A photo can be rotated along with its border or its mask as a single unit when the photo is in an 'unlocked' state. The photo can now be rotated in all three axis x, y and z to give it a 3D effect.

Copy, Paste and Clear Effects

Book Xpress allows you to cut, copy and paste photos and effects on the photos in the Book. Right click on the element you want to copy and select the 'Copy' option on the drop list. Now paste it on to the location of your choice by right clicking on it and choosing the 'Paste' option.



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Flip Decor

Decors like border and mask can be flipped horizontally and vertically, with the help of 'Flip' option provided at the bottom in the respective tabs.

Flip Page

- Book Xpress gives you the option of flipping a page both horizontally and vertically as per your requirements.
- **Horizontal flip**: Right click on the page and select the 'Flip page' option on the drop list. Select 'Horizontal' to flip the page horizontally.
- **Vertical flip**: Right click on the page and select the 'Flip page' option on the drop list. Select 'Vertical' to flip the page vertically.

7.2. Advance Page Composition

The following are the options available with Book Xpress for advanced page composition.

Grid and Guideline

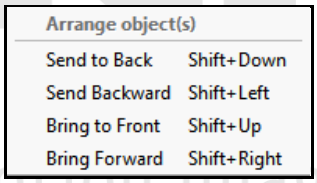
Book Xpress gives you the option of using grids and other guidelines such as ruler, margins on the Book; you are designing to help you align the Book better and design with ease.

Rulers: On the 'Design Book' window, you can view the rulers at the top and on the left of the page. Double click on the ruler to activate it and then drag and drop the green line that appears on to the page at the desired location to align an element against it. You could work with multiple rulers simultaneously. Select and delete the rulers to remove them from the page.

Margins: On the top, right-hand corner of the page, click on to activate the margins on the page.

Arrange objects

Book Xpress allows you the option of changing the position of an object on the Book i.e. send it backward or forward or to the back or front.



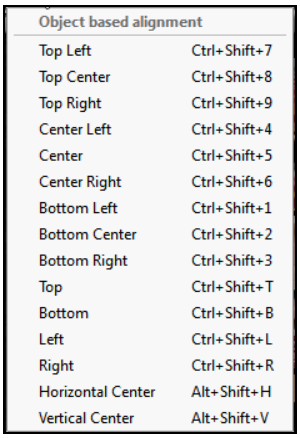
Select the photo you wish to move backward or forward and click on to access the options under this function.

Alternatively, use the right click button and on the drop list click on 'Arrange' to access the sub-options. Select the object and click on 'Send to back' or 'Bring to front' to move the element to the last or the first position, respectively. Select 'Send backward' or Bring forward' to move the object one-step backward or one-step forward. You can undo the changes by clicking on .

Object-Based Alignment

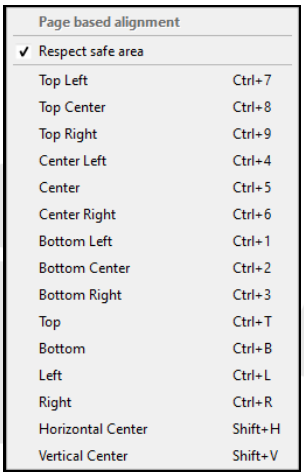
This option allows you to align photos with respect to other photos or elements on the Book. There are multiple options for this sort of alignment. Select photos or other elements you wish to align using the Ctrl key. Then click on to select the alignment option you wish to apply to the photos from the drop list.

Alternatively, use the right click button and on the drop list click on the 'Object-based alignment' to access the sub-options. You can undo the changes by clicking on .



Page-Based Alignment

This option allows you to align photos and other elements on the page with respect to the page. There are multiple options for this sort of alignment. If you want to align the objects in respect of margins, check the 'Respect Safe Area' checkbox. Select photos or other elements you wish to align using the Ctrl key. Then click on to select the alignment option you wish to apply to the photos from the drop list. Alternatively, use the right click button and on the drop list click on 'Page-based alignment' to access the sub-options. You can apply the page-based alignment to left, right or spread page as per your choice. You can undo the changes by clicking on .



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8.0. Fine Tuning – Photo Editing

Book Xpress has inbuilt photo editing tools. You can do basic editing like adjusting brightness and contrast as well as advance editing where chroma removal, lasso cutting, touch up tools will come handy.

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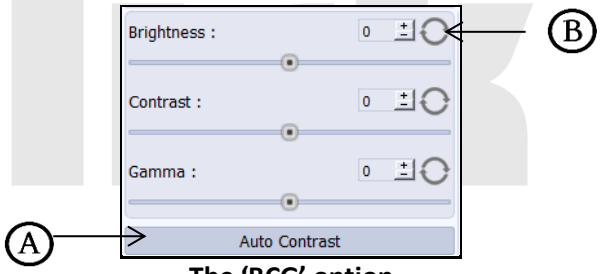
Features such as BCG correction, RGB color modification, Curve, Level, Crop and Rotation will be explained in detail in this section. You could access these options by clicking on 'Basic Filters' tab Ⓑ on the options bar. This section deals with the filters one by one.

'Edit Photo' window

Basic Filters

BCG (Brightness, Contrast and Gamma) Color Correction

- To adjust the brightness, contrast and gamma of the photo, click on the 'BCG' button on the 'Edit Photo' window.
- Move the sliders for the three parameters forward and backward to achieve the desired effect.
- Alternatively, you could enter the values for the parameters in the value boxes above the respective sliders.



The 'BCG' option

- Clicking on the 'Auto Contrast' button Ⓐ at the top will adjust the contrasts automatically
- The changes can be reset by clicking on 'Reset' Ⓑ

RGB (Red, Green and Blue) Color Correction

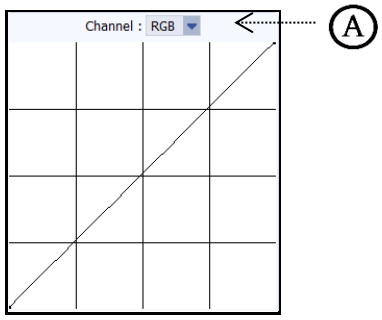
- To adjust the color tones of the photos, you could use the 'RGB' color correction option.
- Modify the color tone by altering the degree of 'Red', 'Green' and 'Blue' on the color sliders.

- Alternatively, you could enter the values manually in the value boxes above the respective sliders.
- Clicking on the 'Auto Color' Ⓐ button at the top will adjust the color automatically.
- The changes can be reset by clicking on 'Reset' Ⓑ.

The 'RGB' option

Curve

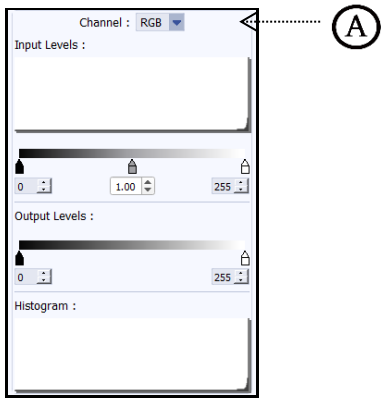
- Color intensities can be adjusted by clicking on 'Curve' button on the options bar of the 'Edit Photo' window.
- Select the color to be adjusted (RGB i.e. red, green or blue) from the drop list under the 'Channel' Ⓐ button.
- Adjust the intensity by clicking on the curve and moving it as per your requirement.



The 'Curve' option

Level

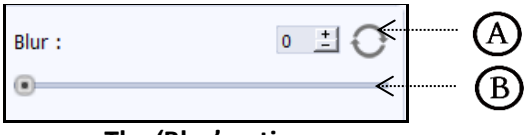
- To adjust the input and output levels of the photo, click on 'Level' button on the options bar of the 'Edit Photo' window.
- Select the color for which the input and output levels need to be modified (RGB i.e. red, green or blue) from the drop list under the 'Channel' button Ⓐ.
- Modify the 'Input' and 'Output' level values in the value boxes as required.



The 'Level' option

Blur

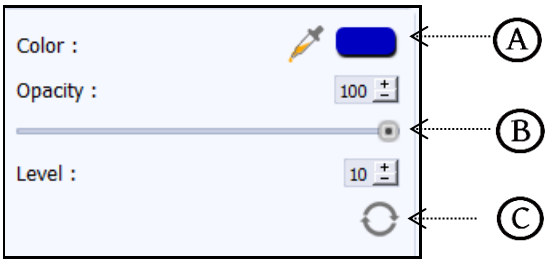
- To give the photo a blurred effect; click on'Blur' button on the options bar of the 'Edit Photo' window.
- Adjust the blur level from silder Ⓑ forward and backward to achieve the desired degree of blurring.
- The changes can be reset by clicking on 'Reset' Ⓐ.



The 'Blur' option

Colorize

- To give a colour-film effect to the photo, click on 'Colorize' option on the option bar under 'Basic Filters'.
- Select the color from 'Color Picker' or 'Color Palette'Ⓐ.
- Adjust the opacity and level from sliderⒷ.
- The changes can be reset by clicking on 'Reset' Ⓒ.



The 'Colorize' option

Feather

- Click on 'Feather' option to give feather effect to the photo.
- Adjust the feather effect by moving the sliderⒷ forward and backward or by inserting the value in the value box.
- It will help you to soften the hard edges of photograph.
- The changes can be reset by clicking on 'Reset'Ⓐ.

The 'Feather' option

Opacity

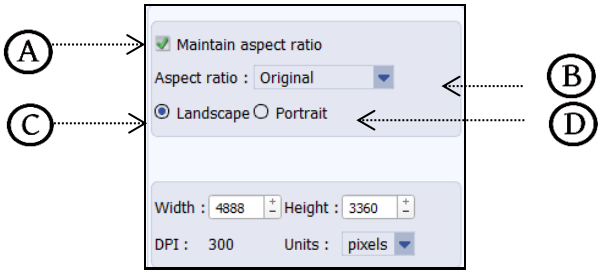
- Click on 'Opacity' option to give opacity effect to the photo.

The 'Opacity' option

- Adjust the opacity by moving the slider Ⓑforward and backward or by inserting the value in the value box.
- The changes can be reset by clicking on 'Reset'Ⓐ.

Crop

- To crop the photo to the desired dimensions and orientation, click on 'Crop' button on the 'Edit Photo' window.
- Change the aspect ratio by clicking on the 'Aspect Ratio' box Ⓑand select the required value.



The 'Crop' option

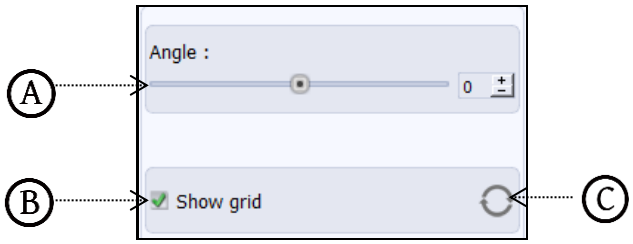
- Select the orientation you desire by selecting either 'Landscape' Ⓒ or 'Portrait' Ⓓ.
- You can enter the values for the width and height after selecting the unit you want to work with.
- Uncheck the 'Maintain Aspect Ratio' checkbox option Ⓐ if you would like to proceed with free-hand cropping of the photo.

(a) (b)

Cropping: (a) Portrait; (b) Landscape

Rotate

- Select the 'Rotate' option on the options bar and then rotate the photo to the desired angle using the slider Ⓐ.
- The changes can be reset by clicking on 'Reset' Ⓒ.
- Uncheck the 'Show Grid' box to remove the grid lines.



The 'Rotate' option

- You also have the option of using grid lines on the photo to help align it better while rotating. You could activate the grid lines by checking the 'Show Grid' checkbox Ⓑ.

Other Icons on Edit Photo window

Apart from the options that are available under Basic filters, there are few other 'aids' in the Book Xpress that help you as you proceed with designing the Book. These are discussed below.

Correction Tool in 'Edit Photo' window

The correction tool Ⓓ appears with all options and can be used to 'correct' any error that might happen while using the filters or add to the effects already created. The brush size and feather tool can be altered by using the respective slider or by entering the value of your choice in the value box.

! Remember to keep the Ctrl key pressed to activate the correction mode and to keep the Shift key pressed to undo the change.

Original and Before and After Images

Original Image: In the course of working on the photos, you might decide to retain an original image or make a fresh set of changes. In such cases, you could load the original image once again by clicking on 'Load Original'. Once the 'Load Original' icon Ⓐ is clicked, the software asks for confirmation by displaying a text box. This text box warns that all changes made on the photo so far will be lost. You could click on 'Yes' to proceed. Clicking on 'No' will take you back to the photo with changes.

Before and After Images: After making a change, you could view how the photo looked just before the change was made by clicking on 'Before' and how the photo looks after the change by clicking on 'After'. This aids in better decision-making.

Saving the Changes

There are two 'Save' icons on the lower right-hand corner of the 'Edit Photo' window.

'Save' Ⓕ: Clicking on this icon causes the old file to be rewritten and the new copy now exists for your reference.

'Save as' Ⓔ: Clicking on this icon will allow you to save a copy of your work. A text box allowing you to name the copy appears and clicking on 'Ok' after entering the name creates a new copy of your work.

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9.0. Job's done! Saving & Exporting

Book Xpress not only supports Book creation but also allows you to save the file for future use, send a viewable copy to the customer and export it as required. These features add to the versatility of the software and simplify working on it to a great extent. This section deals with the saving and exporting of files once the Book is created.

9.1. Saving Book Project

9.2. Exporting in JPG Format

9.3. Exporting in PDF Format

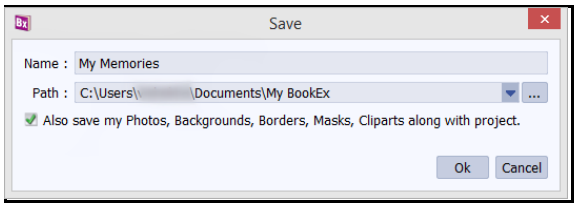
9.4. Exporting as a Low Resolution PDF

9.1. Saving Book Project

- After the project is done, the next step is saving the project by clicking on ‘Save’ option.

Saving Photobook

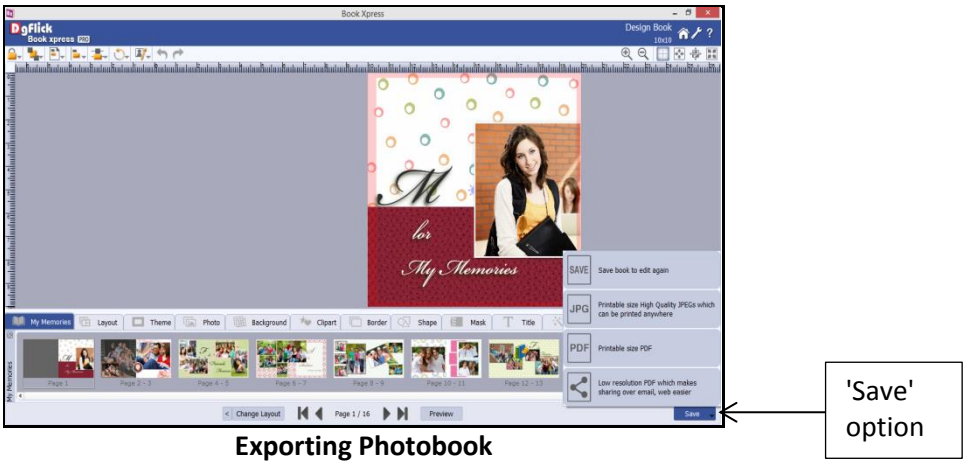
- You get different options here. Save, JPG, PDF and Low Resolution PDF.
- Save the book project with 'Save' option.
- The default path for saving the project is displayed in the textbox as ‘My Documents \My BookEx’. You could either save the project in this path or provide the path of your choice to save the project.



- Save the other elements used in the Book, such as cliparts, borders, shapes and so on, by checking the box against ‘Also save my Photos, Backgrounds, Borders, Masks, Cliparts along with Project’.
- Click on ‘Ok’ to save the project or on ‘Cancel’ to abort the process.

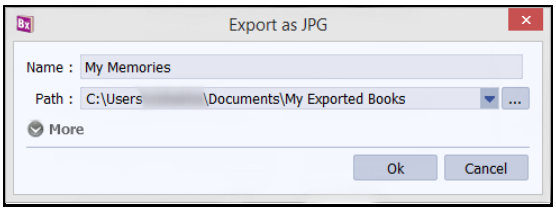
9.2. Exporting in JPG Format

- After the project is saved, the next step is exporting the project by clicking on ‘Save’ option.

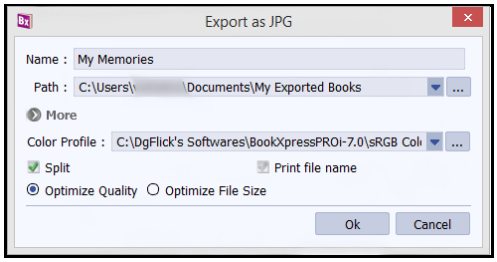


Exporting Photobook

- You get different options here. Save, JPG, PDF and Low Resolution PDF.
- To export the project in JPG format, select the ‘JPG’ option.
- A window will appear.
- Assign a folder name for saving the JPG files.



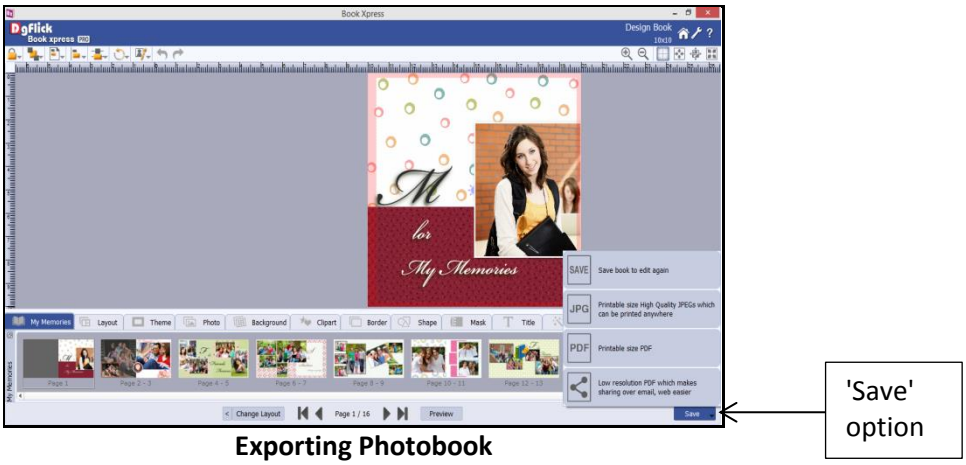
- The default path for saving the JPG file appears in the textbox. The path is ‘My Documents\My exported books’. However, you could change the path and save it in any location of your choice.
- To access advance options for saving JPG, click on the ‘More’ option. Additional options will get visible.
- Set the color profile by clicking on ‘Browse’ button.
- To split the Book while saving, check the ‘Split’ Checkbox.
- By checking the ‘Print File Name’ checkbox, you may print file name on the book pages for accurate binding.



- You could optimize the quality or the file size by checking ‘Optimize Quality’ or ‘Optimize File Size’, as per your requirement.
- Click on ‘Ok’ to proceed with the exporting or on ‘Cancel’ to abort the process.
- Once the project has been exported, you get the confirmation in a text box.

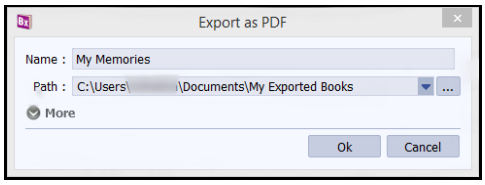
9.3. Exporting in PDF Format

- After the project is saved, the next step is exporting the project by clicking on 'Save' option.

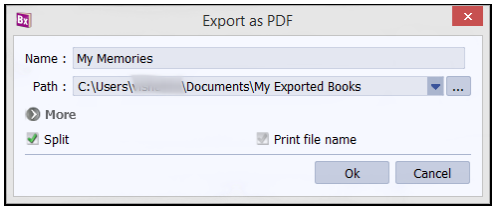


Exporting Photobook

- You get different options here. Save, JPG, PDF and Low Resolution PDF.
- To export the project in printable PDF format, select the 'PDF' option.
- A window will appear.
- Assign a folder name for saving the PDF files.



- The default path for saving the PDF file appears in the textbox. The path is 'My Documents\My exported books'. However, you could change the path and save it in any location of your choice.
- To access advance options for saving PDF, click on the 'More' option. Additional options will get visible.
- To split the Book while saving, check the 'Split' Checkbox.
- By checking the 'Print File Name' checkbox, you may print file name on the book pages for accurate binding.

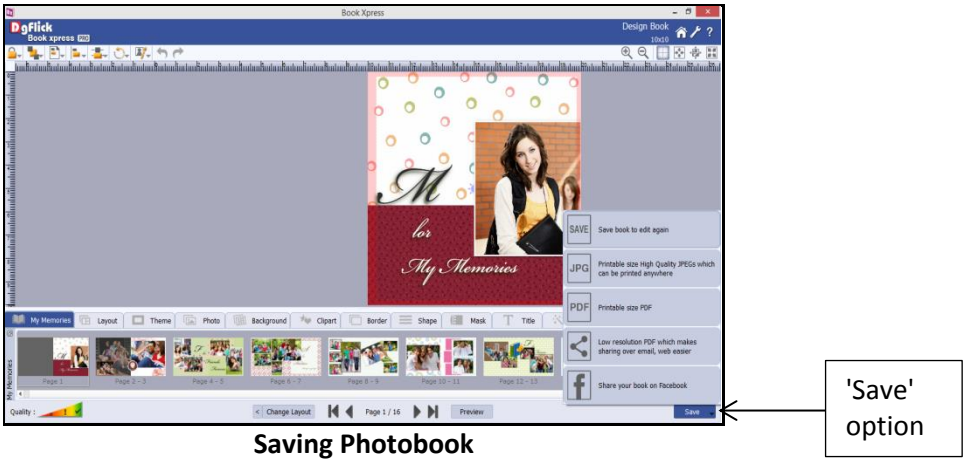


- Click on 'Ok' to proceed with the exporting or on 'Cancel' to abort the process.
- Once the project has been exported, you get the confirmation in a text box.

9.4. Exporting as a Low Resolution PDF

- You can generate a PDF file for customer's approval. Such low-resolution files can be used for viewing and are not suitable for printing. Files in this format can be sent to the client for approval or for general viewing purposes. Besides, the customer can add in comments for the photos or pages.

- To generate a low resolution PDF, click on 'Save' option.



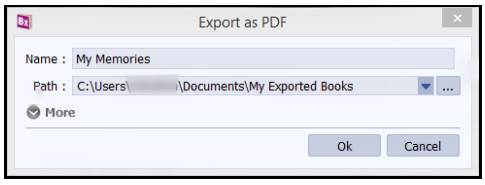
Saving Photobook

- You get different options here. Save, JPG, PDF and Low Resolution PDF.

- To export the project in low resolution, select the 'Low Resolution PDF' option.

- A window will appear.

- Assign a folder name for saving the PDF files.

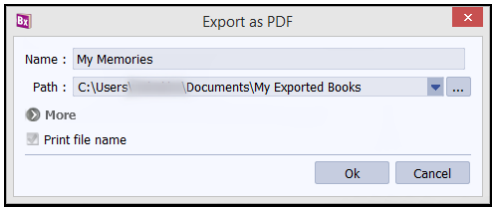


- The default path for saving the PDF file appears in the textbox. The path is 'My Documents\My exported books'. However, you could change the path and save it in any location of your choice.

- To access advance options for saving PDF, click on the 'More' option. Additional options will get visible.

- By checking the 'Print File Name' checkbox, you may print file name on the book pages for accurate binding.

- Click on 'Ok' to proceed with the exporting or on 'Cancel' to abort the process.



❖ Once the project has been exported, you get the confirmation in a text box.

10.0. Open Project

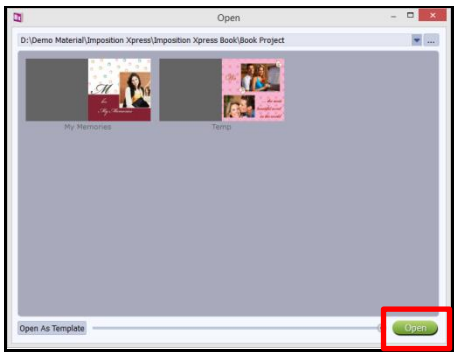
Book Xpress gives you the great advantage of opening and editing the saved projects as many times as you want. It also lets you use the saved project as a template where you just need to insert the photos. This saves your time as well as your energy.

10.1. Open Saved Project

10.2. Open Project as Template

10.1. Open Saved Project

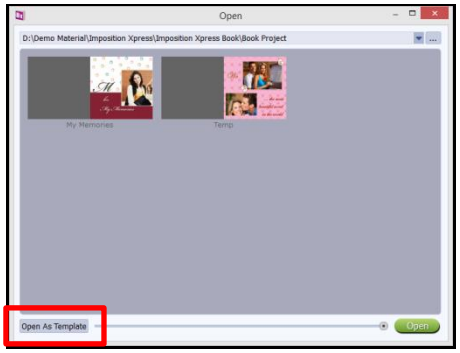
- To open a project that has been saved and exported, click on the Home icon of Book Xpress.
- You will be redirected to Home page where you can see ‘Open’ option at left bottom side.
- Click on ‘Open’ option.
- The projects you have saved are now displayed on the screen.
- Through ‘Browse’ icon you can give path of the folder where you have saved your project.
- Select the project you wish to work on and then click on ‘Open’.



The saved projects in the path

10.2. Open Project as Template

- To open a project as a template that has been saved and exported, click on the Home icon of Book Xpress.
- You will be redirected to Home page where you can see ‘Open’ option at left bottom side.
- Click on ‘Open’ option.
- The projects you have saved are now displayed on the screen.
- Through ‘Browse’ icon you can give path of the folder where you have saved your project.



The ‘Open Project’ window with ‘Open as Template’ option

- Select the project you wish to use as a template and then click on ‘Open as Template’ button at left bottom side to use the same design with other photos as many times as you wish to.

11.0. Troubleshoot

This section deals with questions most commonly encountered by Book Xpress users.

I do not wish to use Book Xpress ready templates or themes. Can I design my own template?
Ans: Sure. Book Xpress has plenty of tools and options to help you with perfect composition and decoration. They include:

- Composition tools – ruler, guidelines, auto resizing, Page and Object based alignment and so on.
- Decoration tools – mask, border, clip arts, backgrounds, themes and so on.

Can I create Books in sizes specific to My Book Company and my requirements?
Ans: Yes. Book Xpress allows you to customize the Book size. Moreover, you could define your cover and page size including margins. You can also define the starting page in the Book, that is, whether the Book should start on the left page or on the right. Book Xpress also allows you to save* this new Book size for future use.

Could I use my own collection of clip-arts in place of the Book Xpress ones?
Ans: Yes. Book Xpress allows you to import any decor such as

- Background (any JPEG),
- Clip-arts (any JPEG/PNG),
- Frames (any PNG),
- Masks (any PNG).

Any decor used in Book Xpress will be automatically generated in 18 shades.

Can I color correct photos while designing my Book?
Ans: Sure. Book Xpress provides photo editors, which are a part of the software:

- Photo editing with RGB, BCG, Curves and Levels

Apart from these options, a color correction tool is provided from where you can also do instant BCG and RGB color correction to match the photos with the page background.

Is it possible to expand size of mask or free transform the mask on photos?
Ans: Yes, it is possible. Here the software allows you to adjust mask size as well as the border size according to the height width and size of the inserted photo.

How will I send the designed Book to the customer for his or her approval?
Ans: Book Xpress lets you export the Book project as low-resolution PDF files. These files have the following advantages:

- Low-resolution PDF files are good to view in any size and require no special software. Any PDF viewer can display such files and they can even be viewed on any mobile device.
- Since it is in PDF format, the customer can add his or her comments on any page/photo.
- A low-resolution PDF file does not give a good output on printing and hence you can be assured that for printing purposes, the high-resolution files for the Book can be sourced only through you.

Can I transfer my on-going Book project to my home PC to ensure quicker delivery?
Ans: Absolutely. You could transfer Book Xpress projects to your home PC as while saving your project the software allows you to save the photos and décors as well.

Note: *Some features are available only for the Book Xpress PRO version users.*

DgFlick®

Digital World for Still & Motion Imaging

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